Dear Volunteer,

Welcome to Sustainable Cambodia!

This Volunteer Guide has tons of information about volunteering with Sustainable Cambodia. It will help you decide if volunteering is a good fit for you and, should you choose to volunteer, will help you select the program areas you might work in and the specific responsibilities you might have while onsite. It also contains all the information you need to get you budgeted, packed, cleared through immigration, and settled in Pursat. There is information on how to get around town, the costs of everyday commodities, and some tips on everything from where to get the best treats to where to stay when you take a weekend trip to Battambang. You will also find background information on Cambodia, the history of SC, and some of the different projects.

The staff and volunteers here are very welcoming. Should you choose to volunteer, they will help you get settled in quickly. Each group of volunteers adds to the success of the programs in ways both measurable and immeasurable. Volunteers have come from many countries - Uruguay, Belarus, Finland, England, Ireland, the U.S., Thailand, Hong Kong, Singapore, Italy, Australia, Slovenia and Canada, among others. Their experiences were unexpected: Woon, a university student from Thailand, was instrumental in starting the bee program. Neil started the school’s football team, which is now a local powerhouse (we enjoy believing). You might still hear a student sing an Eric Clapton song they learned from Elias from Finland. Many early volunteers didn’t know what they would do during their stay, but no one left untouched, and everyone made a lasting and wonderful impact.

When you come to volunteer with Sustainable Cambodia, never forget that what you do will grow and build over the years to come, and touch not just the lives of the children and staff with whom you directly worked, but hundreds of other lives that are impacted by that person as they grow and develop.

This Guide should be used in conjunction with the Program Manual that is also on our website. The Program Manual includes descriptions of the programs and projects underway in the communities, and that is an important part of you deciding which areas you wish to work with, and what responsibilities you will undertake as a volunteer. And we welcome all your questions.

All of us here at Sustainable Cambodia look forward to meeting and working with you!

Sincerely,

The SC Team
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Volunteering at Sustainable Cambodia

In one sense, the volunteer experience with Sustainable Cambodia is very different from the classic view of volunteering. Sustainable Cambodia is founded on the principal of empowering native Cambodians to change their own lives, helping the families who live in rural villages to obtain the resources and training they need to effect change in the quality of life in their villages. Sustainable Cambodia doesn’t provide “aid” in the classic sense of charity organizations, and we don’t provide physical labor in village construction projects. Instead, the village residents are empowered and trained, and they then do the work themselves.

So, in this system, it might seem that volunteers would have little role in helping. But nothing could be further from the truth. Volunteers have always had a huge impact on the Sustainable Cambodia program and a lasting positive impact on the lives of the village families and the children with whom the volunteers work. Our international volunteers do not come to the country to perform work for or with village residents, building schools and performing other physical work. Instead, our volunteers work with the native Cambodian staff to assist them and, often indirectly, to impart new ideas about how organizations and individuals can work most effectively.

By far the most positive and lasting impact our Sustainable Cambodia volunteers have is on the hearts and minds of the children, staff and families with whom they work. By working side-by-side with the Cambodian staff, children and families, the volunteers impart the most valuable lessons possible: Lessons about kindness, caring and giving back to others through community service. These seemingly intangible and indirect qualities grow in the children and families, and over months and years they lead to lasting change. The result is Cambodians who are equipped and desirous to change the quality of life in their country and communities.

Sometimes a volunteer may wonder how lasting their impact will be…. Nearly every month we have reminders that the impact of our volunteers is lasting and valuable. We will often read in the “Student Writes” section of a Student Report about something a student learned from a volunteer 2 or 3 years earlier. Or a student who is getting a university scholarship will mention the importance to them of a particular volunteer they met years earlier. And it isn’t just the children: We hear often from staff and families about the influence a particular volunteer had on their lives.

Volunteerism as a Component of Sustainable Cambodia

Volunteerism is at the very core of Sustainable Cambodia. Everyone involved with Sustainable Cambodia who is not a native Cambodian is an unpaid volunteer, including all directors, officers and founders.

Volunteers, directors and founders all pay all their own travel and housing expenses when onsite, so no SC funds are used for anything other than direct program expenses. All the SC Cambodian students who receive scholarships for post-high school education perform community service as a part of their scholarship, and many of the older students perform community service projects in their villages. The students have organized a Student Service organization which provides community service and which runs all the special school events like Peace Night, Human Rights Day, Children’s Day, etc.

Nearly all SC Cambodian management are members of Rotary International, and through their club they hold numerous community service projects each year, building homes for widows, cleaning public areas and helping with orphans and the very poor.

Self-Created Volunteer System

Perhaps it is fitting that SC, with its village empowerment model, also asked its volunteers to create their own system for effective volunteerism. The volunteer system in place today is the evolution of many volunteers who came before. This document was started by 2006 volunteers, then expanded greatly by volunteers from the 2007 class, and has been updated substantially by each new group of volunteers. It will continue to be revised by volunteers in the years to come. After you have volunteered, if you see anything that needs to be changed, either during your stay as a volunteer or upon reflection after your time here, please check with your fellow volunteers and make the change. This is a living document.

Volunteer Profiles

Volunteer Heath Morrison created the Volunteer Profile page on the website at www.sustainablecambodia.org/VolunteerProfiles. It is a listing of all the volunteers who have been part of the program, and touring the various Profiles, clicking on some to read the personal stories and see the photos, is a great way to gain a more personal understanding of what the SC volunteer experience is like. Please contact
usoffice@sustainablecambodia.org when you are within a couple of weeks of leaving for your volunteer experience so a new Volunteer Profile can be created for you!

**Duration of Volunteer Stay**

We have begun limiting our volunteers, on average, to people who are able to spend 5-6 or more months onsite. As we have evolved as an organization, we’ve found that the volunteer program works better the longer the volunteer can commit. It will take a month or more after arrival for a volunteer to begin to feel like they are really starting to contribute. Because we don’t have a direct staff supervisor who oversees the volunteers, each volunteer must be extremely proactive and very much a self-starter. But even so, it takes a long time to get going. We’ve learned that 4 or 5 months is usually a minimum to have a meaningful stay, and 6-9 months or more is really ideal. We sometimes have 1 or 2 volunteers onsite who are shorter-term than this, but they are usually volunteers with a great deal of experience or professional backgrounds who are able to fit in more quickly, and those are unusual circumstances.

**Supervision/Staff Direction of Volunteers**

We don’t have a formal “onsite-directed” program for the volunteers, as we put our available financial resources into direct programs like water, agriculture, education, etc. However, we do have one full-time Volunteer Assistant in Pursat whose job is to help you get acclimated and to help you through an orientation period. However, it is still very important that our volunteers feel they are truly self-starters, and very proactive, and that they need little direct supervision or guidance in order to contribute. You will not be “directed” daily on what to do and where to go.

**Deciding on the Tasks & Responsibilities you wish to undertake**

We ask each volunteer to study our materials in depth in advance. Those materials include primarily this Volunteer Guide, and the sister Program Manual available at www.sustainablecambodia.org/volunteer/Documents.asp. The Program Manual will give you a good understanding of what projects and programs are in operation at SC (and it is a broad group). And this document – the Volunteer Guide – itemizes some of the specific work areas and specific responsibilities where volunteers can help. We ask the volunteer to identify which areas would be a fit for them and we email back and forth to be sure everyone agrees.

Volunteering is not necessarily limited to areas listed below. But these are areas where we know support is needed. If you have suggestions or ideas for other areas or other responsibilities, please let us know and we will put you in touch with the right person onsite to discuss it.

1. **SC Education Coordinator Volunteer Assistant**

   This is a position that assists the Education Coordinator. It is critical to the health of the Education program. The major activities include:
   - Assist with program operational plans, goals and objectives
   - Semi-monthly review of students listed on the website to ensure that any "inactive" children are marked as ineligible for sponsorship and that Susan at USoffice knows of this.
   - Monthly review of students listed on the website to update the bios on ones that have not been updated in 6 months or more.
   - Assist in preparation for examinations for scholarship students.
   - Communicate on Coordinator’s behalf by email with sponsors and grant supporters.
   - Help prepare educational grant proposals and write reports for grants.
   - Research grant funding sources for education programs.

2. **SC Community Development Coordinator Volunteer Assistant**

   This is a position that assists the Community Development Coordinator. The major activities include:
   - Assist with program operational plans, goals and objectives
   - Monthly review of Community Development programs
   - Maintain the content of the website in regards to Community Development programs, updating the information as needed.
   - Assist in preparation of grants and grant reports.
   - Communicate on Coordinator’s behalf by email with grant sponsors and project supporters.
   - Research grant funding sources for development programs.

3. **M&E Volunteer Assistant**

   This is a position that assists the M&E Manager. The major activities include:
   - Assist the M&E Manager with the implementation of M&E projects
   - Assist the M&E Manager with oversight of M&E projects.
• Assist with language, clarity and reporting to the SC board and others.
• Support M&E reporting for specific programs.

4. **Marketing & Communications Assistant**
This position works with the US-based volunteer who creates the Cambodia Update email newsletter sent monthly, and the semi-annual SC Newsletters. This is a critical position, as without this assistance we cannot maintain the sponsor support needed to keep SC alive. The major activities include:
• Collecting stories (2-3 paragraphs) on BOTH education and village development programs.
• Obtaining photos for the stories.
• Compiling the stories and photos in Word, and sending them to the US-based volunteer.

5. **Volunteer Grant Communications Coordinator**
This position assists the ICM (Polin) and the Grant Managers with grant reports (both community development and education).
• The ICM maintains an excel file which reports every grant we have underway, and every grant we have submitted/awaiting approval.
• The Volunteer Grant Coordinator produces, under the steerage of the ICM and from information from the Grant Managers, a one-page Monthly Update for every outstanding/active Grant. The Update is in a standardized format (similar for every grant, and copied/modified from the previous month). It includes 1-2 paragraphs on progress in the month, and an updated grid on outputs. Just a friendly update to remind the donor/grantor that we are working on their project.
• The Volunteer Grant Coordinator then sends these Updates to the various grantors/funders, recording the date send in the ICM's excel file.

6. **Education grant reporting/program development:** Assisting with various grant reports and program plans in education.

7. **Sponsor and donor visit coordination:** Sponsors and donors often visit Pursat, and it is very helpful to have onsite assistance for the SC staff, to coordinate the visits.

8. **Teaching (staff and students):** Although SC has full-time Cambodian teachers, including English teachers, we have traditionally had a number of classes taught by long-term volunteers, including Advanced English, World Culture, Geography, Art, World Music, Current World Events, etc.

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**Rules & Policies**

We don’t have a huge number of formal rules, but the ones we have are really important. If you aren’t 100% certain you can abide by these, please don’t volunteer.

1. **Read our General Policy document in the appendix. It contains the details of our most important policies. In general these include:**
   a. No child is ever to be harmed, or allowed through inaction to be harmed.
   b. Any volunteer who is aware of a child being harmed in any way is required to report this directly to the senior onsite management AND to either the CEO or a Board member.
   c. In order to prevent even unsubstantiated rumors or allegations of abuse, no volunteer (or employee) will allow themselves to be in non-public unsupervised one-on-one contact with any Cambodian student or Cambodian person under the age of 21, either at SC facilities or off-site, without at least one non-Cambodian adult observer present at all times.
   d. Volunteers are not permitted to have personal or romantic relationships with any Cambodian person under the age of 21 or with any student receiving an SC scholarship. Volunteers who wish to engage in a personal relationship, dating or similar activity with any non-student Cambodian over 21 must first discuss this with one of SC’s senior onsite staff AND must disclose the discussion in writing to the Board, in order to prevent any cultural misunderstandings.

2. **Additional rules are:**
   a. We maintain a NON-SMOKING campus. If you smoke, you are requested to only do so off-campus and never within view of the students or children of SC. It is best to be a non-smoker completely.
   b. Alcoholic beverages are only to be consumed either with meals in moderation, or in the privacy of your rooms. Public intoxication is obviously never allowed. Volunteers should not offer drinks to on-duty staff (guards, etc.). Please just use your common sense.
   c. When traveling on SC motos or on the way to SC projects or work on a moto, volunteers are required to wear a helmet, whether a driver or passenger.
   d. When traveling to SC projects over lunch-time, when a restaurant stopover is required for lunch, volunteers are asked to pay for their lunch as they would if onsite.
SC Main Campus in Pursat and the SLMS (Sylvia Lasky Memorial School)

1. SC Main Campus Layout:
2. Rooms R1-R5: Volunteer/Guest Rooms
3. Rooms R6-R7: Rooms to Rent
4. K: Volunteer Kitchen
5. C1-C9: Classrooms for Education
Preparation & What to Pack...

You will be here for a while, so you can afford to bring more than you would for a week-ender to the coast or backpacking through southern India. While the golden rule of the Traveler’s Code still applies – pack light – you should definitely bring anything that you know you will miss terribly if you don’t have it for months on end.

Cambodia may be one of the world’s poorest countries, but there is hardly anything you NEED that can’t be found here. That means you don’t have to bring enough to last the 10 month commitment you signed up for, or enough clothes to go 3 weeks without doing laundry or $2000 in one dollar bills (this has actually happened) - there are ATMs in Battambang, Pursat and Phnom Penh now and any denomination dollar bill can be easily exchanged for local currency across the street at a very fair exchange rate.

Clothing can be bought for very cheap in the Pursat market, however larger sizes may be harder to come across. Phnom Penh has a more extensive selection of clothing. Bring at least one or two pair of nice slacks and a dress shirt for occasional dressier meetings, weddings, or funerals—or plan to buy them here.

You might also want to do some traveling in the region while you are here. For this, you can leave a bunch of stuff in Pursat and take a light backpack on your whistle stop tour of South-East Asia.

With the above in mind, don’t forget to pack:

- Any prescription medicine you are currently taking
- Contact lens solution (if required)
- Anti-diarrheals, light pain killers, allergy medicine, antacid (Tums), small first-aid kit
- Feminine hygiene products (tampons are available in Phnom Penh, but not so much in Pursat)
- Sunblock (and hat)
- Camera
- USB flash drive (if not bringing a laptop)
- Sandals/Flip flops
- Insect repellent (this can be bought here)
- Raincoat
- Bathing suit (although in Pursat people swim in their clothes)
- Flash light
- Alarm clock
- Books

Those are the basic necessities. Of course you will have personal favorites you want to bring. When it comes to “favorite foods”, you will be able to do shopping in a couple of western-type food markets in Phnom Penh (Lucky Markets) where they carry nearly everything you would find in a grocery store in the US or Europe/Australia. So don’t pack too heavily. Our suggestion is that if you’re wondering whether or not you should bring that item you’ve been holding for the last 10 minutes, and you can’t decide for sure, then you shouldn’t.

In terms of preparing for healthcare issues, of course bring any medications you know you may need. Everyone deals with vaccinations and pre-trip medical preparation differently. We cannot make any recommendations here. But we can tell you that your local health clinic probably has good information and recommendations. And we can mention that most people want, at a minimum, to have their vaccinations current for Hepatitis A/B, Typhoid and Tetanus. Some people choose to take an anti-malaria med, but many – probably most – do not. We have heard past volunteers say that the anti-malarial medicine can be rough on the body and, with the exception of Kravahn district, most of the SC project sites are not in active malarial zones. We suggest reviewing the CDC (Centers for Disease Control) website for up to date information – http://wwwnc.cdc.gov/travel/destinations/cambodia.aspx. Although the Pursat area does not have a high incidence of malaria, that does not mean there is no malaria risk, and the risk will increase during the rainy season (June – October). Some volunteers come with a prescription for Doxycycline but do not take it. Malaria is typically very treatable, and past volunteers have decided the risk of contracting malaria was better than taking a regular dose of antibiotics. If you do choose to take a drug, Lariam (mefloquine) has been described by former volunteers as horrible, and they say people can have severe psychotic reactions to it. But of course we can’t give you medical advice, and these are all decisions only you can make.

If you are interested travel insurance, you might try http://www.insuremytrip.com. The site allows you to compare and contrast different travel insurance plans. Some of our volunteers have used this site for years and have found it to
be a great resource for finding travel insurance. One of our past volunteers had to go to the hospital in Bangkok and although it took quite a while, the insurance (Patriot International through International Medical Group) reimbursed them for everything with the exception of the deductible.

**Arrival in Cambodia**

**At the Airport**

Everyone is required have a visa at immigration. If you are going to be onsite volunteering for more than 60 days you need to have an NGO visa. You should arrange for the NGO visa through Richard at the usoffice@sustainablecambodia.org address, and Visa (our volunteer coordinator in Phnom Penh) will then get it for you several weeks before your arrival. An NGO visa lasts 3 months, and there is NO charge at immigration at the airport. Inform the immigration officials that you have an NGO visa waiting for you, and they will finish processing your paperwork.

You can EITHER bring a passport-sized photo of yourself, OR you can pay a $2 USD fee to photocopy the photo on from your passport. Either way is acceptable, but in either case the photo will be needed by the Immigration processing people at the airport.

If you are not staying long enough to need an NGO visa, you can purchase a tourist visa ($30USD) or a business visa (starts at $35USD based on length of stay) at the airport. Only business or tourist visas should be paid for at the airport upon arrival.

Once you’ve passed through immigration and picked up your bags at customs, Visa will be waiting for you outside. She will help you get your guesthouse or hotel.

**Overnight in Phnom Penh**

Volunteers can choose to stay in Phnom Penh or head directly to Pursat. It is nice sometimes to take the extra day in Phnom Penh to rest after the long flight. If you choose to stay in Phnom Penh for a day or two, Visa will help you get to your hotel. A number of nice hotels/guest houses are available. Some possibilities include (all prices as of 2015, so check in advance with Visa if you want exact current costs):

- Springview Guesthouse: Basic single room with fan - $6 per night
- Town View Hotel: One single or double room (your option) costs $15/night with internet access
- Indochine 2 Hotel (located on the lake side - a tourist place): One single room cost $15/night with internet access
- Golden Gate Hotel: Standard single room is $20/night. The room is also with internet access
- Billabong Hotel (modestly upscale, where many Australians stay): Standard room $32/night; Standard room with pool view $36/night
- Goldiana Hotel (also modestly upscale): Standard single room $28/night; Deluxe single room $40/night

You might want to go to the Russian Market for clothing purchases, or to the modern Lucky Market to stock up on some western-style food (chocolate, cereals, boxed milk, sweeteners, coffee, etc.) before heading for Pursat.

**Getting to Pursat**

When you head to Pursat, Visa will arrange to help you get from the airport or your hotel/guesthouse to the bus station, or she can help you get a taxi if you prefer. A bus ticket to Pursat costs $5-7.50USD and they run about every 30 or 60 minutes from early morning to 2pm. The trip takes about 4-5 hours depending on traffic conditions. Keep in mind, the bus will make a few rest stops along the way, but Pursat is the third major stop (2 rest stops, first actual city stop); look for the Capitol Bus station sign, and for people unloading their bags. A taxi will cost at least $70 USD if you want to do that but the duration is almost as long as the bus.

**Living in Pursat**

Budgeting for Pursat depends on your chosen lifestyle. With limited spending, one can cover a month’s worth of housing, meals, and basic expenses (ie. phone, snacks, etc) for about $150-200 USD. Keep in mind that weekend travels, optional weekly Khmer language lessons, or air-con housing add to this figure.
Housing Options

SC Housing in Pursat at the Main Campus and SLMS: SC has an on campus guest house for long-term volunteers, visitors, and guests. The rate for long-term volunteers is $60 USD per month. This rate includes water. Electricity is additional, and is around $5-$15 per month for limited use. Electricity costs are heavily dependent on the use of the air-conditioner and refrigerator and can be significantly higher e.g $30+ per month. The rent is paid monthly to the SC Administrator. This rental figure has been computed by taking the rent SC pays for all the guest rooms and dividing it by the average number of volunteers/visitors who stay there. There is no profit built into the numbers, but it is set up so SC won’t “lose money” on the rooms, as we try to have every dollar contributed to SC go into our programs.

Other Housing in Pursat Town: It is very helpful to SC for volunteers to live on the campus, both because it helps us to offset the fixed cost of maintaining the guest rooms at the campus, and also because you will be right there in the middle of the SC life. However, if you wish, you can also choose to live off-site. There are a few options: A guesthouse ranges from $4-6 USD for a fan and $10-15 USD for air con, per day. Apartments can also be arranged for rent for around $15 USD per week plus electricity. If you would like an apartment, these can be arranged once you arrive in Pursat. Another option is a home-stay. If you would like to arrange for a home-stay, please let us know as soon as possible, as this is not always easy to arrange.

Renting a House in Kravanh: In the small town of Kravanh where SC has its second major school – the Kravanh Bright Futures Center – you can rent a house if you wish. Prices vary. Small Khmer houses on stilts are usually available at perhaps around 80 USD per month plus utilities (5-15 USD). They will have running water and be furnished with a bed and a cupboard, usually with table and chairs, etc. The bathroom (shower, western toilet pot inside) and kitchen (with a stove) are often outside. Our staff can help you find a good place and get the rent negotiated.

Homestay in Kravanh or in Pursat Town: This is a wonderful opportunity to learn more about Cambodian culture. Electricity and latrines are in almost every household, but not Internet. Some households have running water, some use rainwater and water from wells. Accommodation prices depend on the family but is less than a house.

Guesthouse in Kravanh: There is only one guesthouse in Kravanh and it charges 150 USD per month (utilities, drinking water and cleaning service included the price) for a fan room. The room is supplied with a bathroom (shower, western toilet pot inside) and kitchen (with a stove) are often outside. Our staff can help you find a good place and get the rent negotiated.

Meals: Lunch in Pursat (mon-fri) is available at the SLMS volunteer house, and can be arranged with the housekeeper on a daily or weekly basis. Lunch is 5000Riel ($1.25 per day). If you don’t live onsite, you can still arrange to eat meals at the guesthouse. Restaurant meals typically run 8,000-12000 ($2-3), and $5+ for a dinner of pizza or spaghetti. A plate of fried noodles at a street cost less than 3.50.

Food in Kravanh is cheaper than in Pursat. There are two restaurants (prices around 1.5-2 USD) and several other street food places, where meals run around 3.000 riel (you can also find smaller amounts of food for about 2.000 riel), or you can go to the market. You will not find western food in Kravanh.

Water: There is adequate water available on the Pursat campus that has been biosand filtered so is suitable for drinking. Bring your own water bottle for refilling. Alternatively, you can purchase a 5 gallon-sized bottled water for $5 nearby that you can keep in your room. You can use biosand filtered water at KBFC for drinking (just bring your empty bottle), or you can purchase a 5 gallon-sized bottled water or several smaller water bottles.

Laundry: The housekeeper at the main SC Campus/SLMS is also available to do laundry. Laundry costs 8,000R ($2USD) for a standard load. Of course you are also welcome to do your own laundry by hand! In Kravanh, next to the School of International Language there is a place where your shirt and trousers can be washed for 1,500 riel. Or of course, you can do your laundry by hand.

Transportation in Pursat Town: Motodopes (moto taxis) run 2,0000R one way anywhere in town - for one person. Some volunteers opt to buy their own moto, but most buy a bicycle. Motos range from $350-700 USD while bicycles cost around $45+ USD. We will warn you that moto driving can be hazardous. Traffic is high volume and fast-moving, and animals run onto the road, while cars and trucks will not pay heed to you on a moto (or bike). So be very careful and please understand that you assume full responsibility for your own safety in everything you do in Cambodia. You can resell your moto for a very decent return. For transportation between cities, there are several
bus companies you can use (see Appendix II for bus price listings). The Capitol Bus from Phnom Penh to Pursat runs about every 30 to 60 minutes from early morning to 3pm. The trip takes about 5 hours.

**Transportation in Kravanh:** The cheapest way to go to Pursat is to use a truck, like local people do (5,000 riels for one way). You can also go there by moto (around 4 USD one way). Kravanh is a small town, so you can travel on foot once you are there, but if you are even a little bit interested in exploring the beautiful surrounding area, then buy a bike. You can purchase a bike for 45 USD.

**Computers and Internet Access and Mobile/Cell phones:** Some volunteers opt to bring their personal laptops. While laptops are completely optional, they are very convenient when there is competition for a computer. Purchasing a second hand laptop (about $300-400 USD, with a good resale value) while here is also an option, if you do not wish to travel with one from home. You should at least bring a USB flash drive or you can buy one once here. Wireless Internet access is available for personal use at the school/volunteer house but is not always reliable. Other alternatives include several Internet cafes in Pursat (around 6,000 riel per hour), where you can also burn CDs and DVDs. You can also purchase your own sim card and pay around $5 per month to get 1.5 GB of data allowance. Most of the staff/volunteers use Cellcard and it is very cheap to call within the same network.

In Kravanh there are two places that provide Internet access: at the School of International Language (0.5 USD for an hour) and at KBFC, where Internet is free, wireless and mostly reliable. You can also buy a SIM card for the Internet and use 3G. Although the Metfone Company is cheaper, it is better to buy Cellcard, because it has faster Internet service in Kravanh.

**Mosquitoes and Malaria:** Mosquitoes are a problem here, which means that it is easy to purchase insect repellent and mosquito coils here. The area we live and work in is not known as a malaria zone. However, there has been a recent increase in mosquito borne diseases, such as dengue fever. There is a possibility that you might travel to a malaria zone (due west and south-west towards the Thai border) during your stay, as SC is expanding to this area. Please contact your local travel clinic to discuss your options.

**Weddings and Funerals:** Another common expenditure is weddings and funerals/memorials. At Khmer weddings guests bring a monetary gift. In Pursat, this gift can range from 30,000R to 80,000R, depending on your relationship to the hosts. Gifts at funerals/memorials can range from 5,000R to 20,000R. During the dry season (Nov – Apr), weddings are abundant and memorials take place quite frequently as the deceased are remembered at intervals of 7 days, 100 days, and 3 years by memorials.

**Exchange Rate and Banking:** As of January 2015, the “official” exchange rate is approximately 4,070 riel = 1USD. But in small transactions at the markets, you can use 4,000R = 1USD. There are many places to change money – at the shops near the school, the market and the bank. The dollar is widely accepted in Pursat and there is almost no difference in using riel and dollars. Pursat now has two ATMs that accept most foreign VISA/Mastercard cards (ACLEDA and Canadia). At the moment the Canada bank doesn’t charge any fees to withdraw, while others will charge up to $5 per transaction. You might also want to check with your local bank on their fees. Fees on withdrawing money can add up and quickly put a dent on your budget, some volunteers found up to 20% of their budget was going to bank withdrawal fees. So it is a good idea while you are still at home, to organize a card which you can use internationally that doesn’t charge, or charges lower fees when withdrawing internationally.

The closest fully international ATMs are in Battambang (2hours by bus) and Phnom Penh (5 hours by bus). The ATM’s in Cambodia will give you USD, sometimes $100 bills which you can exchange inside the banks for smaller bills.

In Pursat, US dollars and Thai baht are easily exchanged all over town. Travelers’ checks can be exchanged and purchased at the ACLEDA Bank in Pursat. Western Union and Moneygram is also available in Pursat, at the ACLEDA bank.

There is a safe at the school for leaving important documents and large sums of money.

**Khmer Language Lessons** A private Khmer language tutor can be arranged for about $3 per hour.
Cultural Do’s and Don’ts

Generally people accept that Barangs (foreigners) are different, and they don’t judge our behavior too harshly. However, there are a few things that it may be useful to know about Khmer culture.

- Generally Khmer women cover up their arms and legs, so if you show a lot of skin you will attract more attention.
- Don’t touch a Khmer person’s head as it is offensive.
- Women, don’t touch monks or sit next to them as you will make them impure!
- In social situations it is offensive to show the soles of your feet. This is particularly important when sitting in a pagoda.
- Don’t eat with your fingers. In restaurants people even eat peanuts with chopsticks!
- People here don’t show anger and are generally reserved in showing any emotions.
- It is rare for women to smoke here and the ones that do are mostly prostitutes. Getting drunk is not a good idea here, especially for women. Remember that you are representing our organization even when you are off-campus. However it is acceptable for Western women to have a few drinks when out with a group of men and women. Attitudes are changing in the bigger cities, such as Phnom Penh and Battambang but in Pursat it is rare to see Khmer women drinking beer.
- Status here is related to age. You must respect your elders! This is important in greeting people and when speaking in the Khmer language, and also in the way you sit.
- If you wear a hat, take it off when speaking to people older than you, or when greeting them in the street, and also when you enter someone’s house or the pagoda, or when you pass by a monk.
- At formal occasions or when in company of elders, do not cross your legs when sitting down unless told you may sit comfortably.

You may also want to note that it is not unusual for Khmer people to comment on people’s weight or appearance, and also to ask age and how much things cost. Try not to be offended!

Tips from Former Volunteers

- If you are traveling to Battambang, stay at the Royal Hotel. Rooms are $6/night, everything you need (internet, bank, market, snickers bars, western food @ Sunrise Café) is within 100m of the hotel, and there is a fabulous rooftop café/lounging area which is perfect for sunsets and hanging out. Also recommended is the Chhaya Hotel.
- You might like to bring one set of nice clothes that you can wear in the highly likely event that you are invited to a wedding. This can be a dress for women and a long sleeved collared shirt for men, Plain black shirts were worn by the Khmer rouge and so should be avoided.
- Khmer Time: Things often start late and with little notice—always be prepared for a meeting, an outing, or anything to happen within the next five minutes. Also, don’t be surprised if you arrive somewhere only to wait for 20-30 minutes before anything happens. Try to remain patient when teaching or getting involved with developmental projects as things tend to run somewhat less efficiently due to power outages, computer failures, and the arrival of unexpected guests. Scheduled meetings don’t necessarily take place, they’re more like unconfirmed times and dates, and can only be confirmed at the last minute. It helps to give constant reminders about upcoming meetings and to try to round up everyone a few minutes beforehand – by phone if you have to.
- Be a self-starter. Don’t sit around and wait for someone to give you something to do. Find something that interests you and then find a way to help out. It’s not likely that someone will ask you for help. You need to be assertive in this regard. If you have any ideas then run it by Richard, Soknay, or Phalla. They can help you communicate with the people you need.
- Come here with an open mind…
  - land mines are NOT in every field (in fact, more and more are being removed everyday and any well traveled road is completely safe)
  - the ice is acceptable for drinking
  - being a vegetarian is challenging, but doable
  - overall cleanliness is often sacrificed
Background on Sustainable Cambodia

Sustainable Cambodia is a unique nonprofit organization, working hand-in-hand with village families in rural Cambodia to help the villagers create a better life for themselves and their children. The organization works at the grassroots level, effecting change community by community.

With the assistance of Sustainable Cambodia, Cambodian villages become self-sustaining communities where people want to live, where there is healthy water, ample food, health care, and employment for the residents, with environmental and social responsibility and educational opportunities that allow them to sustain and continually improve their quality of life.

Sustainable Cambodia began formally in 2003, as the outgrowth of a small, grass-roots group that had created a small school in a rural Cambodian village. The organization's hub is in the town of Pursat in central Cambodia, where its first projects included village development programs and a small school. Sustainable Cambodia is registered in the United States as a 501(c)(3) charitable nonprofit organization, and is registered in Cambodia with various government Ministries.

Mission Statement

Our mission is to help the Cambodian villages in which we work become self-sustaining communities where people want to live, with healthy water and facilities, good food, health care and education for the residents, where there is environmental and social responsibility, and employment that allows them to sustain and continually improve their quality of life.

Vision Statement

Sustainable Cambodia's long-term vision is to create a model which is so successful in creating self-sufficiency and quality of life that the village residents in the program will assist Sustainable Cambodia in spreading the model to other communities throughout the country.

Organizational History: Volunteerism in the Formation of Sustainable Cambodia

Sustainable Cambodia was informally begun in 2001, when Bruce Lasky arrived in Phnom Penh and met a woman who volunteered to drive him to the rural village where she grew up. That small village was Osdao, in Pursat, a part of the current SC program. Bruce was so taken by the conditions he found there that he emailed his family and friends asking if they would help him establish a small school. His mother, Sylvia Lasky, was the first to respond, saying she would sponsor a child if he promised her that 100% of the money would go to the school. That promise became one of the founding principles of what would become Sustainable Cambodia, and Bruce became the first volunteer director.

David Pred, a friend of Bruce's who was taking a break between sessions as a student under a Rotary Ambassadorial Scholarship, stepped up and became the first onsite volunteer with Sustainable Cambodia. Without David's work as a volunteer, and Bruce's work as volunteer director, the program would never have started. David later joined the board as a volunteer director.

In 2002, Rotarian Richard Allen and Susan Mastin, who had helped support the program from the beginning, volunteered to convert the program to a formal NGO and nonprofit entity, joining David and Bruce as volunteer directors and co-founders. In 2003 Sustainable Cambodia won its formal tax-exempt status in the U.S. The current website was created (designed by Richard with the help of volunteers Tom Summerford and Mark Tanner). People around the world began sponsoring children via the website.

Richard's Rotary Club (Rotary Club of Gainesville) began sponsoring projects, and numerous Rotary Clubs provided support for the organization. In 2007 Richard received the Service Above Self award from Rotary International, the highest public service recognition award given by Rotary, for his work with Sustainable Cambodia. In 2008 several long-time Rotarian supporters joined the board as volunteer directors, including Elena Casson (Rotary Club of Gainesville, Florida), Walter Haessel (Rotary Club of Calgary, Canada) and Paul Stringham (Rotary Club of Salt Lake City, Utah). In 2009 Allan Lewin of Rotary of Western Australia became very active, and many, many Western Australia Rotarians joined in.
Sustainable Cambodia and Rotary International

SC would not be the same organization today without Rotary. While Sustainable Cambodia is an independent nonprofit organization and is not formally affiliated with Rotary International or The Rotary Foundation, Rotarians make up the Board of Directors, and many of our Cambodian staff are Rotarians. Our current National Coordinator in Cambodia is Charter President of the Rotary Club of Pursat, the first Rotary Club in rural Cambodia. Rotary Clubs around the world have provided major grants and funding, and numerous Rotarians have traveled to Pursat to personally assist with the work.

Rotary International is the world’s oldest and most international service organization, with over 1.2 million members in 32,000 clubs, in almost 200 countries. Rotary’s motto is “Service Above Self”, and Rotarians live their lives in accordance with this motto. The Rotary Foundation is a nonprofit organization supported solely by voluntary contributions from Rotarians and friends of the Foundation who share Rotary’s vision of a better world. The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Sustainable Cambodia purposefully aligns its values with those of Rotary International, including RI’s ideals of empowerment, peace through understanding, world service and community service. We apply Rotary’s effective “Four-Way Test” to ethical issues.

- **The Rotary Club of Gainesville, Florida (District 6970)** - Members of the Rotary Club of Gainesville were among the founders of Sustainable Cambodia, and the club has been a major supporter of Sustainable Cambodia water and education programs through grants and active participation of Rotarian members. The club has provided funding for dozens of water wells, and has an active "Sister Village" program, providing wells, agricultural training, fishponds, education and microloans to families in the sister village. Rotary Club of Gainesville co-sponsored the Pursat Rotary Club upon its formation, and members of the Rotary Club of Gainesville have visited Pursat, filming documentaries and working with Sustainable Cambodia staff and villagers on numerous well and education projects. Most recently, the club raised more than $30,000 in matching funds and was awarded a $300,000 3-year Rotary 3H Grant in conjunction with the Rotary Club of Pursat.

- **The Rotary Club of Calgary, Canada (District 5360)** - The Calgary club has been a major supporter of Sustainable Cambodia, providing major District Matching Grants with wells, biosand filters, irrigation, latrines and related water and sanitation projects to thousands of villagers through grants with Sustainable Cambodia. Rotary Club of Calgary members have visited Pursat to provide training and assistance through Sustainable Cambodia, and continue to be active in training for Sustainable Cambodia's management team. The Rotary Club of Calgary, Canada has spearheaded a three-year, two-tier Safe Water Project with Sustainable Cambodia that is transforming the lives of families. Through the Calgary Rotary grants, village families have worked together with Sustainable Cambodia to install multi-use wells and BioSand Filters (BSF). So far to date, the Calgary club, along with special funding from the Wild Rose Foundation of Canada, has supported the installation of 916 BSF filters, directly benefitting nearly 5,000 people, and 220 multi-use wells which have benefited 1,257 families for a total of more than 6,000 people.

- **Rotary Club of Locust Valley, Glen Cove, NY (District 7250)** - The Rotary Club of Locust Valley has provided Save-a-Child grants through Sustainable Cambodia, targeted at providing training and assistance to the families of at-risk children to help the families become economically independent while maintaining their children in the Sustainable Cambodia school programs. The Locust Valley club has also provided Matching Grants and Club/District grants to create sustainability in five villages. Through the development of farming associations in each of the five villages, community families have learned how to practice self-governance and accountability as well as how to collectively market and sell their crops. Families have been empowered to grow nutritious food, cash market crops and raise and pass-on livestock. Special workshop trainings in crop rotation, bee ecology, beekeeping, and composting have increased the quality and quantity of harvests while introducing environmental conservation practices. A biogas digester project is in the works to empower families to cook without burning wood or charcoal, allowing the families to switch from costly and non-sustainable wood and charcoal in a country struggling with deforestation and widespread respiratory health issues from family wood fires and charcoal production. The cow/buffalo pass-on project provides not only the animals, which are then passed-on from family to family, but training in Self-Help Group formation, management and animal husbandry/raising techniques. Overall, the Rotary Club of Locust Valley projects increased sustainable income generation, quality of life, empowerment and self-reliance for more than 2,000 people in these rural villages.
• **The Rotary Club of Salt Lake City, Utah (District 5420)** - The Salt Lake Club was organized in 1911, and has a strong international committee that meets regularly to discuss opportunities for service in other countries. At any given time the Salt Lake Rotary Club is funding 7-10 projects throughout the world. SLRC is committed to Sustainable Cambodia. On a recent visit to Pursat, Cambodia, the SLRC witnessed first-hand that “Service above Self” is a guiding principle Sustainable Cambodia. In January 2009, the Salt Lake Rotary Club funded an Animal Pass-On program through Sustainable Cambodia. Through the grant funding, cows, pigs and chickens were purchased for the pass-on program. 50 families, totaling 245 people in the villages of Chrey Krim, Pash Rong and Chung Ruk were the recipients of this grant. The indirect perpetual benefit is immeasurable, as the families pass on to other families, and then those families pass on to others. Prior to receiving the animals, the villagers receive resources and attend training workshops on animal husbandry. The content of the training included building animal houses, feeding, animal health management and marketing. Village families benefiting from the program will share and teach neighboring villages the value of this program. This participatory approach creates unity among villages and empowers people with confidence and a perpetual source of nourishment and food.

• **Australian Rotary Clubs & Rotary of Western Australia** - A group of Western Australian Rotarians visited Cambodia in 2008 and were moved by the poverty of the rural Cambodian village people. They returned home determined to do something about it. When they learned of all the other Rotarians involved in the empowerment model of Sustainable Cambodia, they joined forces. Various clubs in Western Australia's District 9470 - including the Rotary Clubs of Rossmoyne, Kenwick, Como, Victoria Park, Mill Point and Wanneroo - banded together and created Sustainable Cambodia Australia (SCA). The effort has brought great results, and two other Australian Rotary districts may soon join in the effort, as the Rotary Club of Lismore West, in northern New South Wales, and the Rotary Club of Summerlands Sunrise on the Eastern side of Australia in Queensland have joined the SCA coalition. The SCA programs with Sustainable Cambodia today include a self-help project which funds a high protein nutrition meal for pre-school children in five rural villages, helping nearly 200 children get what might be the only nutritious meal they get all day. The SCA has also helped sink wells of all types, multi-purpose wells, deep wells and shallow wells. And they are helping with a new Rainwater Harvesting Project to alleviate water problems during the long dry season, and related animal pass-on and family education and empowerment programs through a Sister Village project in the village of Beung Sadok. They bring in donations from individual Western Australian sponsors as well, and many Rotarians at Club level have committed to helping through their International Avenue of Service. Our Rotarians in the Australian clubs want to let you know they say, "Avagooday!"  

• **The Pursat Rotary Club, Pursat, Cambodia (District 3350)** - The Rotary Club of Pursat is the partner for all the projects of all the Rotary clubs above. Originally sponsored by the Rotary Club of Gainesville, Florida, the Pursat Rotary Club grown to be a very active club. It is especially challenging for a Rotary club to become sustainable in a developing country, as the international and district dues required of the members is not adjusted for the cost-of-living in the developing country, and dues which seem affordable to someone living in a developed country can be 10% of annual income in the developing country. But through the sponsorship of the Gainesville club, Rotary Club of Pursat has excelled. Its members are highly active in their community, and have provided assistance to the poorest families in and around the town of Pursat, including providing clean water through biosand filters to the Kandiegn School (>1,000 students), rebuilding homes of the elderly and widowed, and cleaning up local springs and waterfalls.  

**SC Weathers a Storm through Volunteers**

In 2003 Sustainable Cambodia was still a small school, operated in the home of a local Pursat family. The group's second volunteer was onsite at the time – Cyril Lasky, Bruce's brother from the U.S. In late 2003 and early 2004, the directors were pushing to move the organization into village development programs (water wells, irrigation projects, microloans and microenterprise). The founders felt it was important to hire an experienced Cambodian as a National Coordinator, but the family whose home SC was renting for the school was reluctant, perhaps understandably unwilling to lose control. When the decision was made to move forward and hire a National Coordinator over the family's objections, the family responded in a dramatic way: They carried all of SC's library books and computers out to the roadside and locked the organization out. The students went home to tell their families, and SC, still in its infancy, was effectively out of business. Cyril, as the onsite volunteer, picked up the books and computers and moved them into a storage area in Pursat, and went back to the Phnom Pech Hotel wondering if SC would ever return.

Richard and Susan quickly booked flights to Cambodia to help. But long before they arrived, while contemplating alternatives in his room at the Phnom Pech Hotel, a knock came on Cyril's door. Upon opening it, he found several
representatives of the village families, who had come with a quiet message: They had found what they thought might be a good second location for the school. They took Cyril there, and indeed it seemed a good fit. So preparations began for the school's relocation. And what we had hoped to accomplish through village development programs – empowerment of the village families – was already happening.

The families volunteered to help relocate the school materials, and to fix and clean the new location. Susan and Richard arrived to sign the lease on the new school. All the school’s original teachers came to the new location and helped keep the school operating, planning classes and helping even before they were re-employed. Bruce and David spent countless hours helping with the transition. And during these few weeks in the new location in late 2004, Sorn Soknay, the organization’s first National Coordinator, was hired.

Cyril continued for months as volunteer during this critical period. But without his volunteerism, and the families stepping up to volunteer to help, and all the others who volunteered during this period, the program would have ended. Instead it grew rapidly in both village development and education.

The dispute with the family who had originally housed the first school is far behind us all now, and they are friends of SC. The philosophy of simply being kind and forgiving, and not taking offense, and staying true over the long run to that philosophy, served to ultimately heal the wounds. Another lesson learned.

**Sustainable Cambodia Projects**

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<th>Income Generation</th>
<th>Education</th>
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<td>Beekeeping &amp; Honey Co-op</td>
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<td>Fruit Trees</td>
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<td>Animal Pass-On</td>
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<td>Beekeeping</td>
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<td>Rice Bank</td>
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<td>Food Supplementation</td>
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<td>Organic Farming</td>
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**Cambodia Facts and Figures**

**Demographics**
- Population: 14.8 million (UN, 2005)
- Population per sq. km: 75 (compared to 265 for Vietnam)
- Major Cities: Phnom Penh, Siem Reap, Sihanouk Ville, Koh Kong
- Area: 181,035 sq km (69,898 sq miles, about the size of Missouri)
- Main Language: Khmer
- Border countries: Laos 541 km, Thailand 803 km, Vietnam 1228 km
- Main Religion: Buddhism
- Major Exports: Garments, Fisheries Products, Rubber
- Major Export Trading Countries: United States, Germany, UK, Singapore, Japan
- Major Imports: petroleum products, construction materials, vehicles and motorcycles, clothing
- Major Import Trading Countries: Thailand, Singapore, Hong Kong, China, South Korea
- Climate: rainy (monsoon) season (May to November) and dry season (December to April)
- International dialing code: +855; Internet domain: .kh
Government

- Multiparty liberal democracy under monarchy (Independence from France: November 9, 1953)
- Official name: Kingdom of Cambodia (Local short form: Kampuchea, Bro-Tdes Khmer, or Srok Khmer)
- History:
  - Kingdom of Cambodia (the Regime of Sihanouk)
- Political system: Constitutional monarchy
- Per capita income: US$ 380 (World Bank)
- Membership in international organizations: United Nations system, World Bank, IMF, ADB, ASEAN, WTO

People and Culture

- Ninety percent of Cambodia’s population is ethnically Cambodian. Other ethnic groups include Chinese, Vietnamese, hill tribes, Chams, and Laotian. Theravada Buddhism is the religion of 95% of the population; Islam, animism, and Christianity also are practiced. Khmer is spoken by more than 95% of the population. English is increasingly popular as a second language. (US Department of State)

History of Development and International Aid in Cambodia

- Aid to Cambodia from the international community has been given primarily since the signing of the Paris Peace Accords in 1991. (USAID, 2005)
- Much of the initial funding was tied to United Nations Transitional Authority in Cambodia (UNTAC), which was established by the Paris Peace Accords in order to provide security for long enough to hold national elections. In two years, UNTAC distributed $1.9 billion in aid.
- When UNTAC forces (mostly men) came into the country, their high salaries spurred the growth of prostitution, bars/drinking establishments, and gambling. Through the trickle down effect, their wealth spread to Khmer people as well.
- Between 1992 and 2003 official development assistance (ODA) was $5.2 billion. Of that aid, 80% was given in the form of grants. Cambodia has received significantly more aid, per capita, than most other developing countries. Aid has primarily gone towards health, education, physical infrastructures, building capacity.
- Major aid organizations that have been involved in recent Cambodian development:
  - Asian Development Bank
  - World Bank
  - International Monetary Fund
  - UK DFID, USAID, AusAID
  - United Nations & UN Children’s Fund
- Most aid organizations focus on some combination of the following broad issues:
  - Corruption
  - Governance
  - Social Development
  - Sustainable reduction of poverty
  - Broad economic development
  - Health and education
Appendix I: Policies

General Policy
Sustainable Cambodia

Scope and Authority
This policy has been approved and agreed upon by the Board of Directors of Sustainable Cambodia. The policy covers all employees, volunteers and contractors of Sustainable Cambodia.

Intention
The mission of Sustainable Cambodia is to help the families living in the rural villages of Cambodia to improve their quality of life and become self-sufficient. The mission of Sustainable Cambodia’s schools is to give a quality education to the children living in these rural villages so the next generation will be able to improve their quality of life and that of those around them. These general policies help us accomplish our mission.

Policy

1. No child, in the program or not, will be harmed by an employee, volunteer or contractor of Sustainable Cambodia, or allowed through inaction to be harmed.
2. Any employee, volunteer or contractor of Sustainable Cambodia who is aware of a child being harmed in any way is required to report this directly to the National Coordinator and to either the CEO or a Board member.
3. In order to prevent even unsubstantiated rumors or allegations of abuse, no employee, volunteer or contractor of Sustainable Cambodia will allow themselves to be in non-public unsupervised one-on-one contact with any Cambodian student or Cambodian person under the age of 21, either at SC facilities or off-site, without at least one non-Cambodian adult observer present at all times.
4. Volunteers with SC are not permitted to have personal or romantic relationships with any Cambodian person under the age of 21 or with any student receiving an SC scholarship. Volunteers who wish to engage in a personal relationship, dating or similar activity with any non-student Cambodian over 21 must first discuss this with one of SC’s Coordinators AND must disclose the discussion in writing to the Board, in order to prevent any cultural misunderstandings.
5. No employee, volunteer or contractor of Sustainable Cambodia will profit in any way from any transaction involving Sustainable Cambodia, other than directly through their employee compensation or written and approved contract payments. No employee or contractor of Sustainable Cambodia will profit, or allow any relative or friend to profit, by submitting invoices or
expenses for an amount greater than actually paid, or through skimming or any other accounting irregularity. All staff, directors and volunteers must abide by the SC Conflict of Interest Policy.

**Disciplinary Actions**

- Violation of any of the above policies by any employee, volunteer or contractor of Sustainable Cambodia may result in immediate dismissal at the discretion of the Board.
SC Founding Principles
Sustainable Cambodia

Scope and Authority
The Board of Directors of Sustainable Cambodia has developed these Founding Principles to inform the organization’s employees and contractors about the principles on which the organization has been founded. All staff and volunteers are encouraged to reflect these principles in their daily interactions.

Founding Principles

- **We Empower People to Help Themselves**
  We are not an “Aid Organization” that gives things to people. Instead, we empower people to help themselves, by giving them the resources, training and education they need to help themselves.

- **We Strive to “Be the Change”**
  Every day, we strive to “Be the change we wish to see in the world.”

- **We are Results-Oriented**
  We recognize that the only way for us to succeed is to achieve all the tangible goals the organization has set for itself. The reason the organization exists is to achieve its specific goals. Without tangible results, there is no reason for our organization to exist.

- **We are Future-Oriented**
  Although we learn from our past mistakes and experiences, we do not dwell on them. Instead, we focus on what we can change in the future.

- **We see Challenges as Opportunities**
  We recognize that every challenge is an opportunity to make things better. Instead of worrying about challenges when they arise, we find a way to convert the challenge into something positive for the organization.

- **We have Courage**
  We recognize that it is not always easy to do the right things ethically and to accomplish what needs to be accomplished. We have the courage and resolve to overcome difficulties.

- **We are Protective of Children**
  We are kind and respectful of children, and want to help them in their education. We honor children and strive to protect them from harm.

- **We Practice Team-Building**
  We recognize that a team can achieve more than its individual members. We honor and respect the members of our team, and strive to help the team achieve its goals.
• **We are Financially Honest & Transparent**
  We are 100% honest and transparent in our financial transactions, 100% of the time. No employee, Director, volunteer, relative, friend or affiliate will profit in any way from any transaction involving Sustainable Cambodia, other than directly through their employee compensation or contract payments.

• **We are Trustworthy**
  We can always be trusted to do what we say we will do, when we say we will do it.

• **We are Diligent & Industrious**
  We work hard to achieve our goals.

• **We Respect Diversity**
  We value and respect the differences in people that come from diversity of gender, creed, culture and age. We seek to have diversity in our organization.

• **We Respect Others’ Opinions**
  We recognize that opinions of others are important. Seeking and respecting the opinions of others brings new ideas to the team and helps us see from other perspectives.

• **We are Kind Hearted**
  We strive to be kind in our interactions with others. We avoid doing harm to others if possible, and we wish no harm for others.

**We utilize the Rotary 4-Way Test in ethical matters:**

Of the things we think, say or do -

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

*By conducting our actions in alignment with these ethics and principles, we WILL achieve all of our organizational goals, and we WILL "be the change we wish to see in the world," empowering people to help themselves become a self-sustaining community with a good quality of life and good education for their children.*
Appendix II: Survival Khmer

The Khmer language is structurally simple, but pronunciation can be quite challenging. However, within a month many volunteers have mastered useful, basic phrases.

Useful Words and Phrases

<table>
<thead>
<tr>
<th>English</th>
<th>Khmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>K'nyom</td>
</tr>
<tr>
<td>You</td>
<td>Nyek</td>
</tr>
<tr>
<td>Hello</td>
<td>Sues’day/Gym rip sua</td>
</tr>
<tr>
<td>Goodbye</td>
<td>Leeah-haoy</td>
</tr>
<tr>
<td>Yes</td>
<td>Baat (male), Ja (female)</td>
</tr>
<tr>
<td>No</td>
<td>Ah-tay</td>
</tr>
<tr>
<td>Foreigner (literally: French)</td>
<td>Barang (you will hear this a lot!)</td>
</tr>
<tr>
<td>No Problem</td>
<td>Mun ai tay</td>
</tr>
<tr>
<td>Thank You</td>
<td>Akun</td>
</tr>
<tr>
<td>You’re Welcome</td>
<td>Swakun</td>
</tr>
<tr>
<td>How are you?</td>
<td>Sok sabai tay?</td>
</tr>
<tr>
<td>I’m doing well (I’m happy)</td>
<td>K’nyom sok sabai</td>
</tr>
<tr>
<td>Where?</td>
<td>No ei na?</td>
</tr>
<tr>
<td>I want…</td>
<td>K’nyom jawng….</td>
</tr>
<tr>
<td>Can I have this?</td>
<td>Som ni? (Translates: Give this?)</td>
</tr>
<tr>
<td>How much?</td>
<td>T’lai pon maan?</td>
</tr>
<tr>
<td>Too expensive!</td>
<td>T’lai na!!</td>
</tr>
<tr>
<td>Market</td>
<td>P’saa</td>
</tr>
<tr>
<td>School</td>
<td>Salaa</td>
</tr>
<tr>
<td>Fried Rice</td>
<td>Bai cha</td>
</tr>
<tr>
<td>Vegetables</td>
<td>Bunlai</td>
</tr>
<tr>
<td>Noodles</td>
<td>Mee</td>
</tr>
<tr>
<td>Delicious</td>
<td>Ch’ngaing!</td>
</tr>
</tbody>
</table>

Numbers

<table>
<thead>
<tr>
<th>0</th>
<th>soan</th>
<th>7</th>
<th>brahm bpee</th>
<th>50</th>
<th>ha seup</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>muy</td>
<td>8</td>
<td>brahm bei</td>
<td>100</td>
<td>muy roy</td>
</tr>
<tr>
<td>2</td>
<td>bpee</td>
<td>9</td>
<td>brahm boo’n</td>
<td>500</td>
<td>brahm roy</td>
</tr>
<tr>
<td>3</td>
<td>bei</td>
<td>10</td>
<td>dop</td>
<td>1,000</td>
<td>muy bo’an</td>
</tr>
<tr>
<td>4</td>
<td>boo’n</td>
<td>11</td>
<td>dop muy</td>
<td>1,500</td>
<td>muy bo’an brahm roy</td>
</tr>
<tr>
<td>5</td>
<td>brahm</td>
<td>19</td>
<td>dop brahm boo’n</td>
<td>10,000</td>
<td>muy meun</td>
</tr>
<tr>
<td>6</td>
<td>brahm muy</td>
<td>20</td>
<td>meutpay</td>
<td>31,000</td>
<td>bei meun muy bo’an</td>
</tr>
</tbody>
</table>

Khmer Food

Khmer food (m’hohp k’mai) is predominantly fried but does include an array of soups and some occasional grilled dishes. Sticking to a vegetarian diet is possible, but meal options are quite limited. Below is a basic menu of typical foods and drinks that one can find at both a restaurant and stalls along the street.

Restaurants (Pow chiniyetan/Haang baay)

<table>
<thead>
<tr>
<th>English</th>
<th>Khmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice</td>
<td>bay</td>
</tr>
<tr>
<td>fried rice (without meat)</td>
<td>chaab baay (at-sat)</td>
</tr>
<tr>
<td>fried vegetables</td>
<td>chaab bun lai</td>
</tr>
<tr>
<td>fried vegetable noodles</td>
<td>chaab mee bun lai</td>
</tr>
<tr>
<td>English</td>
<td>Khmer</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>beef noodle soup</td>
<td>kuoy tee-ow</td>
</tr>
<tr>
<td>sweet beef noodle soup</td>
<td>mee khor sat koh</td>
</tr>
<tr>
<td>grilled (boneless) beef</td>
<td>sat koh ang</td>
</tr>
<tr>
<td>beef on watercress</td>
<td>sat koh bung kachai-it</td>
</tr>
<tr>
<td>beef with cabbage</td>
<td>chaa sat koh kahtna</td>
</tr>
<tr>
<td>beef (chicken, or eel) with spices</td>
<td>sat koh (mo'an, antohng) krewng</td>
</tr>
<tr>
<td>rice porridge (fish or chicken)</td>
<td>bawbaw (sat-trai, sat-mo'an)</td>
</tr>
<tr>
<td>chicken soup</td>
<td>sing ou mo'an</td>
</tr>
<tr>
<td>sour spicy chicken soup</td>
<td>somlor ma'chu krong sat mo'an</td>
</tr>
<tr>
<td>fried spicy chicken w/ lemongrass</td>
<td>chaa k'dao sat mo'an</td>
</tr>
<tr>
<td>fried spicy chicken</td>
<td>sat ch'root chee-ung chumnee</td>
</tr>
<tr>
<td>pork ribs</td>
<td></td>
</tr>
<tr>
<td>Cambodian “burrito”</td>
<td>bahn chaiyo</td>
</tr>
<tr>
<td>fish paste</td>
<td>Prahok</td>
</tr>
<tr>
<td>sweet and sour fish</td>
<td>sat trai chue eim</td>
</tr>
<tr>
<td>fish with ginger</td>
<td>chaa k'ñai sat trai</td>
</tr>
<tr>
<td>deep fried fish</td>
<td>traï jeeun</td>
</tr>
<tr>
<td>sugar</td>
<td>Skor</td>
</tr>
<tr>
<td>chilis</td>
<td>M'tay</td>
</tr>
<tr>
<td>lime</td>
<td>kroh ch'mah</td>
</tr>
<tr>
<td>lime and pepper sauce</td>
<td>teuk m'rek</td>
</tr>
<tr>
<td>chili sauce</td>
<td>teuk m'tay</td>
</tr>
</tbody>
</table>

**Street Stalls (Tope)**

<table>
<thead>
<tr>
<th>English</th>
<th>Khmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>fried bananas</td>
<td>jake cheeuun</td>
</tr>
<tr>
<td>bananas with tapioca in coconut milk</td>
<td>jake k'tee</td>
</tr>
<tr>
<td>dumpling (with egg and pork inside)</td>
<td>noam pow</td>
</tr>
<tr>
<td>rice dessert</td>
<td>buy domnoep</td>
</tr>
<tr>
<td>sweet balls</td>
<td>bobo sadai</td>
</tr>
<tr>
<td>muffin dessert</td>
<td>noam pong tee-ah</td>
</tr>
<tr>
<td>waffles</td>
<td>noam poam</td>
</tr>
<tr>
<td>Cambodian noodles</td>
<td>noohm ban jok</td>
</tr>
<tr>
<td>Cambodian spring rolls</td>
<td>Kooeng</td>
</tr>
<tr>
<td>fried noodles</td>
<td>chaa kuoy tee-ow</td>
</tr>
<tr>
<td>baby duckling</td>
<td>bong tee-ah kone</td>
</tr>
<tr>
<td>grilled frog</td>
<td>con kaip ang</td>
</tr>
<tr>
<td>chicken or fish porridge</td>
<td>bawbaw (mo'an, trai)</td>
</tr>
<tr>
<td>fried vegetable dumpling</td>
<td>noam knchai</td>
</tr>
</tbody>
</table>

**Drinks - Fruit, Sodas (tuk pley chuur, tuk kroht)**

<table>
<thead>
<tr>
<th>English</th>
<th>Khmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>water</td>
<td>teuk sot</td>
</tr>
<tr>
<td>ice</td>
<td>teuk kawk</td>
</tr>
<tr>
<td>Coca Cola</td>
<td>Coca</td>
</tr>
<tr>
<td>beer</td>
<td>bee-ah (Ancher)</td>
</tr>
<tr>
<td>iced coffee with condensed milk</td>
<td>café teuk dawk-ko teuk-kawk</td>
</tr>
<tr>
<td>black coffee</td>
<td>café k'mao</td>
</tr>
<tr>
<td>iced coffee</td>
<td>café teuk kawk</td>
</tr>
<tr>
<td>fruit smoothie</td>
<td>teuk-alok</td>
</tr>
<tr>
<td>soy milk (white or green)</td>
<td>teuk sondaik (saw, khee-oo)</td>
</tr>
<tr>
<td>soursop juice</td>
<td>teuk tee-up barang</td>
</tr>
<tr>
<td>lychee juice</td>
<td>teuk koo-lain</td>
</tr>
<tr>
<td>winter melon tea</td>
<td>teuk troh laat</td>
</tr>
<tr>
<td>orange juice</td>
<td>teuk kroht</td>
</tr>
<tr>
<td>sugar cane juice</td>
<td>teuk om peul</td>
</tr>
<tr>
<td>slushie</td>
<td>teuk-kawk chhu</td>
</tr>
</tbody>
</table>
Appendix III: General Costs
Bargaining is the rule in Pursat, as it is elsewhere in Cambodia. Here is a list of standard prices for common items you might need to purchase.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottle of water</td>
<td>500R</td>
</tr>
<tr>
<td>Can of soda</td>
<td>1,500R</td>
</tr>
<tr>
<td>Can of beer</td>
<td>2,000 – 3,000R</td>
</tr>
<tr>
<td>Case of beer</td>
<td>11 – 14 USD</td>
</tr>
<tr>
<td>Bottle of imported wine or spirits</td>
<td>7 – 11 USD</td>
</tr>
<tr>
<td>Fried rice (vegetarian)</td>
<td>4,000R</td>
</tr>
<tr>
<td>Fried rice (meat)</td>
<td>6,000R</td>
</tr>
<tr>
<td>Khmer Breakfast</td>
<td>1,000 – 1,500R</td>
</tr>
<tr>
<td>Bowl of noodles or rice porridge</td>
<td>1,000 – 2,000R</td>
</tr>
<tr>
<td>Block of ice</td>
<td>1,000R</td>
</tr>
<tr>
<td>One kilogram of fruit (in season)</td>
<td>2,500 – 4,000R</td>
</tr>
<tr>
<td>Bread (one baguette)</td>
<td>300 – 1,000R</td>
</tr>
<tr>
<td>Toilet paper (12 pack)</td>
<td>6,500R</td>
</tr>
<tr>
<td>Mosquito coils (10 pack)</td>
<td>1,000R</td>
</tr>
<tr>
<td>Moto ride across town (double at night)</td>
<td>1,000 – 1,500R</td>
</tr>
<tr>
<td>T-shirt</td>
<td>4,000 – 8,000R</td>
</tr>
<tr>
<td>Shirt</td>
<td>12,000 – 16,000R</td>
</tr>
<tr>
<td>Flip-flops</td>
<td>4,000 – 10,000R</td>
</tr>
<tr>
<td>Towel</td>
<td>7,000R</td>
</tr>
<tr>
<td>Sarong</td>
<td>7,000R</td>
</tr>
<tr>
<td>Notebook</td>
<td>1,000–4,000R</td>
</tr>
<tr>
<td>Pens</td>
<td>500-1,000R</td>
</tr>
</tbody>
</table>

*Bus Fares*
- Pursat – Phnom Penh: 19,000 – 22,000R
- Pursat – Battambang: 10,000R
- Battambang – Pursat: 10,000R
- Pursat – Siem Reap: 35,000R
- Pursat – Poipet (Thai border): 24,000 - 32,000R
- Pursat – Bangkok: 12-18USD

* Bus Fares: (prices are significantly higher during holidays)
Appendix IV: Map of Pursat
Appendix V: SC Campus Layout

Sustainable Cambodia Campus Map

Index:
- Rooms R1-R7: Volunteer Rooms (rented by volunteers)
- Space K: Volunteer Kitchen (ceiling, but open front wall)
- Rooms C1-C2: Classrooms adjacent to Main Building
- Rooms C3-C3: Classrooms (wooden construction)
- Rooms C7-C9: New Classrooms (brick construction)

Main Building:
- Top Floor: Community Development Office, Sewing Room, NC office, Safe Water & 3H office and CD assistant office
- Middle Floor: CBO Room, Education Coordinator Office, Teacher Office and ICM Office
- Ground-Level Floor: Meeting Room, Computer Lab, Admin and Accountant Office
In December 2009, SC relocated a short distance to a much larger campus. The campus is constantly being modified to make it better, but it is already much nicer than the previous location. It has the room to accommodate all of SC’s programs, including water-related projects, community development headquarters, the main school, education headquarters and volunteer/guest facilities. We are trying to beautify the campus at the same time we are building new buildings, so there is always something new afoot.…

The campus fronts on National Highway #5, the main road through Pursat Town.

The entrance to the campus has a gate which is locked up at night. An SC night watchman/guard stays on the campus to maintain security through the night.
The library sits behind the Main Building and is the center of the School.

The bicycle storage area always is full when classes are in session, and SC’s moto pool serves the SC staff.
The pond separates the Volunteer Rooms from the rest of the campus, giving a bit of privacy.

The classrooms at the back of the Main Building (C1-2), and the classrooms C3-C6 are all functional, but in need of a coat of paint.

New classrooms (C7-9) are under construction in early 2010.

A small construction storage area is behind the Main Building.
Appendix VI: Living in Kravanh

Kravanh and KBFC

Kravanh is a small town 30 km from Pursat and located in a beautiful area, near the mountains and a river. There's one major road in Kravanh, and everything that you need is either on it or just off of it. There’s no need to wander far for anything. The people there are friendly and helpful. They're very welcoming - and curious about volunteers.

Sustainable Cambodia's education project in Kravanh district is called Kravanh Bright Future Center (KBFC). (http://sustainablecambodianews.blogspot.com/2011/12/new-life-for-children-in-kravanh-bright.html) It opened in February 2008 as the first expansion of Sustainable Cambodia’s education program beyond the Sylvia Lasky Memorial School and village preschools.

Kravanh Bright Future Center (KBFC)

The purpose of the project is to provide children from these poor families with hope and with the best quality education, helping them to graduate high school and have a chance for higher education. KBFC helps them with school supplies, bikes, dormitory accommodations, and supplementary classes such as Khmer literature, English, Mathematics, Physics, Chemistry, Biology and Computer Science.
KBFC also helps small children in 7 enrichment schools in Bakan and Kravanh districts in Pursat. Those students come to study English everyday with their local teachers.

![One of the enrichment schools](image)

**Budget**

Budgeting for Kravanh depends on your chosen lifestyle (where do you choose to stay, if you cook for yourself, etc...). Food in Kravanh is cheaper than in Pursat, usually it ranging from 40-60 USD for food per month.

**Housing options in Kravanh**

**Homestay**

This is a wonderful opportunity to learn more about Cambodian culture. Electricity and latrines are in almost every household, but not Internet. Some households have running water, some use rainwater and water from wells. Accommodation prices depend on the family.

**Guesthouse**

There is only one guesthouse in Kravanh and it charges you 150 USD per month (utilities, drinking water and cleaning service included the price) for a fan room. The room is supplied with a bathroom (shower, western toilet pot inside), with a television, a desk, a chair and a cupboard. You can use the owner’s kitchen for cooking.
The guesthouse in Kravanh

A bathroom (shower, western toilet pot inside)

A bedroom inside the guesthouse
**Rent a house**

In Kravanh you can also rent a house. Prices depend on the owner. For example, when this was updated there was a little Khmer house on stilts available. Rent is 80 USD for a house, plus utilities (5-15 USD). It has running water and it is furnished with a bed and a cupboard inside. Table and chairs can also be arranged. The bathroom (shower, western toilet pot inside) and kitchen (with a stove) are both outside.

![Example of a house available for rent](image)

**Rent a room**

A new building is under construction in 2015 and is expected to be ready in April 2015. Rent is 50 USD for a month, plus utilities. Each room has a bathroom (some have western type of toilets, some Khmer type of toilets) and two beds and two fans (no cupboards). There is no cooking option.

![The building under construction.](image)
Meals
Food in Kravanh is cheaper than in Pursat. There are two restaurants (prices around 1.5-2 USD) and several other street food places, where meals run around 3.000 riel (you can also find smaller amounts of food for about 2.000 riel), or you can go to the market. You will not find western food in Kravanh.

Water
You can use biosand filtered water at KBFC for drinking (just bring your empty bottle), or you can purchase a 5 gallon-sized bottled water or several smaller water bottles.

Laundry
Next to the School of International Language, there is a place where your shirt and trousers can be washed for 1,500 riels. Or of course, you can do your laundry by hand.

Transportation
The cheapest way to go to Pursat is to use a truck, like local people do (5,000 riels for one way). You can also go there by moto (around 4 USD one way). Kravanh is a small town, so you can travel on foot, but if you are even a little bit interested in exploring the beautiful surrounding area, then buy a bike. You can purchase a bike for 45 USD.

Computers and Internet Access and Mobile/Cell phones
There are two places that provide Internet access: at the School of International Language (0.5 USD for an hour) and at KBFC, where Internet is free, wireless and mostly reliable.

You can also buy a SIM card for the Internet and use 3G. Although the Metfone Company is cheaper, it is better to buy Cellcard, because it has faster Internet service in Kravanh.

Exchange Rate and Banking
There is a bank (ACLEDA), but no ATMs so far in Kravanh. However, bank has promised that soon Kravanh will also have an ATM. Right now, the nearest ATMs are in Pursat (which accept Visa and Mastercards).

Dollar is also accepted in Kravanh and there is almost no difference in using riel and dollars. Small transactions at the market: 4,000R = 1USD.

Kravanh has also places for changing money. You can change dollars for local currency at the bank or also on the street: at the jewelry shops, at the phone shops. Usual rate there is around 4055/4060R = 1USD

Pharmacies, hospitals
There are a health centre and a dentist in Kravanh, though their quality is doubtful. If anything is serious, it is better to head to the big cities (Pursat, Siem Reap or even better, Phnom Penh). There are several pharmacies in Kravanh.