



TRANSFORMING NATIONS

Transforming Nations
P.O.Box 41572
Sacramento, CA 95841
www.Transforming-Nations.org

GUEST'S GUIDELINES FOR STAY IN THE FACILITIES DURING THE VISITS

1. CHILDREN AND STAFF DAILY SCHEDULE

- a. The set program in the facility for the staff or the children should not be interfered with.
- b. In case of any special plans, consent should be given by the management.
- c. No taking of children outside the facility without permission. If permission is granted, the children should not be out of the facility before 7:00 am and after 6:00 pm.

2. DRESS CODE

- a. All the guests should observe the proper dress code within the facilities.
- b. No clothes exposing nudity/private body parts. The clothes should not show undergarments like underwear, bra...
- c. Tight pants are not allowed. for instance, tight leggings/jeans,
- d. Very short skirts and shorts that are above the knees are not allowed. At Least 2 centimeters above the knees

3. CODE OF CONDUCT

- a. There should be no one-on-one meetings in isolated areas with the opposite gender.
- b. Consumption of drugs or substances is not permitted. For instance, alcohol drinks, Marijuana, cocaine...
- c. No inappropriate behavior like kissing and caressing in public. This only applies to couples who visit the organization.
- d. No use of cursing or abusive language

4. GIFTS AND REWARDS

- a. Buying special gifts is only allowed if all the children will get a share, no gifts to individuals only. For instance, candies, cookies, and ice cream.
- b. Children should not be given personal gadgets like phones, or tablets that belong to the guests or as a gift without permission.
- c. No giving the employees/children money or gifts without consent from the management.

5. RELATIONSHIPS WITHIN THE FACILITIES

- a. Intimate/romantic relationships between the guests or with the staff members are not allowed. NO INTIMATE/ROMANTIC RELATIONSHIPS WITH CHILDREN.

6. MUSIC AND ENTERTAINMENT

- a. Nonchristian movies or music is not allowed. All the content to be viewed or listened to by children should be verified by the management.



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7. ASSETS AND RESOURCES.

- a. All the property of the institution should be used with care, and damages incurred should be fixed or replaced with the individual(s) involved. In case of an accident or breakage, the incident should be reported to the management as soon as possible.
- b. All the vehicles and motorbikes are to be driven by individuals who hold an international license, all the proper safety measures must be taken to ensure the safety of the driver and passengers. Use of safety belts, reflector jackets, helmets, gloves, and safety boots. An International Driving License is one (1) of the valid documents for driving in Kenya. You can drive in Kenya as a foreign passport holder, but only if you have a valid domestic driving license from your home country and an International Driving Permit. For example, if you are a U.S. resident, you can drive in Kenya with your U.S. license and International driving permit.
- c. The motorbikes are only to be used by individuals who have 5 years of experience and an international license.
- d. The vehicles should only be used from 8:00 am to 6:00 pm.
- e. The users of the vehicles should pay \$10 per day as rent for the vehicle; this will be used for maintenance of the vehicles.

8. ACCOMMODATION AND HOUSING

- a. Children are not allowed in the guest house.
- b. The custodian is allowed to clean the facility when the guests are out. The bedrooms shall only be cleaned with the guest's permission.
- c. No returning to the facility after 7:00 pm, and leaving before 6:00 am without proper security.

9. PHOTOS AND VIDEOS

- a. Photos and videos taken from the facility and children should not be used for social media without permission from the management. (THIS ONLY APPLIES TO THE HOPE SHELTER).

I, _____ signed that document and promise to be fully responsible for following those guidelines.

Signature _____

Date _____

