



- I. Translations**
 - a. Agreements**
 - i. Juanito Fiscal Sponsorship Agreement
 - ii. 2007 HelpArgentina Micro-credit Contest: Legal Contract Document, Bases and Conditions, Micro-credit Contest Rules
 - iii. AMIA Event
 - b. Member Organization Profiles**
 - i. Alimentar Enseñando
 - ii. Asociación Clubes Argentinos de Servicio
 - iii. Banco de Alimentos
 - iv. Biblioteca Popular
 - v. CELS
 - vi. CILSA
 - vii. Cimientos
 - viii. Cruzado Patagonica
 - ix. Ecoclubes
 - x. Flexer
 - xi. Juanito
 - xii. Huésped
 - xiii. Los Robles
 - xiv. Olga Cossettini
 - xv. Ph15
 - xvi. Res Non Verba/Idealists.org

The following translations, from Spanish to English, were produced for the HelpArgentina website and legal archive. There 59 HelpArgentina “member organizations”, meaning that these groups have gone through the necessary steps to make their organization a legally entity and completed the steps necessary to partner with HelpArgentina. HelpArgentina works with other organizations outside of the 59 member organizations via InsightArgentina, HelpArgentina’s volunteer program for foreigners, as well as micro-credit organizations; however, some of these organizations are not on their website because they not gone through the process of making

themselves a legal body. This is important to note because some of the work that I have done involves such organizations.

Part I – (a. i) Agreements: Translated 3 legal contracts between a new Member Organization (MO) and HelpArgentina (HA). This agreement specifically involves an organization, *Fundación Juanito*, which has just recently gone through the process of becoming a legal organization and subsequently entering HelpArgentina's as a member organization; thus, translating legal agreements were necessary.

Part I – (a. ii) HelpArgentina Micro-credit Contest: Contains documents including the *Legal Agreement, Bases and Conditions*, and *Contest Rules* for the **2007 HelpArgentina Micro-credit Contest**; in which the winner received USD \$28,000.00.

Part I – (a. iii) AMIA Event: The HelpArgentina website holds weekly events in which assist in giving the spotlight, a place on the website's homepage, to a member organization in hopes of raising money for that specific organization. In addition to these events, the attached translated document is work in which HelpArgentina assisted in contacting AMIA's database of individuals who visited the organization and completed a tour in anticipation of becoming potential HA donors.

Part I – (b) Member Organization Profiles: The organization is currently remodeling their website which will be finished in July 2007; thus, the completed translations are currently not uploaded onto the present (soon to be former) website. Once the transition has been made, all HA member organization profiles will be available in Spanish as well as English.

II. Re-evaluations (Revalidaciones)

- a. Grilla de Revalidaciones (Re-evaluation Survey Table)
- b. Info OM para informes revalidaciones (MO Info for Re-evaluation Surveys)
- c. Revalidaciones – Encuestas (Re-evaluations – Surveys)

I worked with Magui Saieg, Member Organization Coordinator, in examining the 57 evaluations, completed by HelpArgentina's Member Organizations (MO). The evaluation document contains 3 pages with approximately 40 questions relating the relationships between the member organization and HelpArgentina, if the MO has participated in HelpArgentina events, and if they are or would like to collaborate with InsightArgentina (HelpArgentina's Volunteer Program). After studying the evaluations and producing an Excel document in which displays the research found via the MO responses, Magui Saieg created a Final Report which was only recently presented to the HelpArgentina board and resulted in a decision to eliminate 10 member organizations from HelpArgentina who have not mobilized funds through HelpArgentina, failed to coordinate events with HelpArgentina, and/or work in a manner that does not agree with the board.

Part II – (a) Re-evaluation Table: I assisted Magui Saieg in analyzing the evaluations completed by 57 member organizations which was subsequently transferred onto an Excel graph. The following graph displays concise information in which one can observe the responses in a clear manner.

Part II – (b) Member Organization Information: After sifting through all member organization profiles, I obtained sufficient information such as the following to create an Excel graph for Part II – (c). The document lists organizations with their Legal HelpArgentina Contract Date, Certification Date of Becoming a Legal Entity, Balance, Quantity of Mobilized Funds through HelpArgentina, Quantity of Registered Donors, Recurrent Donors, Quantity of InsightArgentina Volunteers, and whether or not they obtain the HelpArgentina Link on their website.

Part II – (c) Revalidaciones – Encuestas (Re-evaluations – Surveys): Responses of 57 member organizations via Excel graph. This information was formulated to relay overall HelpArgentina participation and ideas to improve.

III. InsightArgentina (HelpArgentina’s Volunteer Program)

a. Organization Profiles

- i.** Alimentar Enseniando
- ii.** Conviven
- iii.** Crecer con Amor
- iv.** Ecoclubes
- v.** Idealist
- vi.** La Base
- vii.** ProyectArte
- viii.** Salta Organizations
 - 1.** Comedor
 - 2.** Padre Chifri
 - 3.** Salta Healthcare Center
 - 4.** Old Organizations

b. Orientation

- i.** Orientation PowerPoint
- ii.** Basic Information

c. Volunteer Assistance

- i.** Alimentar Enseniando PowerPoint
- ii.** School Cover Letter

In 2006, HelpArgentina created a volunteer program called “InsightArgentina” for foreigners. For more information, please visit: www.insightargentina.org.

As the program is fairly new, HA decided to have me collaborate with the InsightArgentina Volunteer Coordinators so as to strengthen and develop the program through various ways. Principally, flush out volunteer information in which is sent to volunteers prior to arrival as well as assisting in the orientation here in Buenos Aires upon arrival. The additional information

includes the following: 1. Basic and organizational information, 2. Photos of the volunteers and NGO employees, organization in action - (This includes visiting NGOs and taking pictures), 3. Volunteer responsibilities, activities (updated and detailed), 4. Background on the organization, social context, or brief history, 5. 1 or 2 volunteer actions in the past where they raised money or held an event and what "noticeable" impact that they had on the organization while in Argentina.,

Part III – (a): Organization Profiles: InsightArgentina works primarily with 12 organizations. Some of these organizations are member organizations and others are not “legally known”; thus, are unable to join as HelpArgentina’s member organization association (as explained in the Part I Summary on Page 1). However, these centers, mainly grassroots organizations, in which lack the legal entity agreement are not able to raise money through HelpArgentina’s website; although, they may align with InsightArgentina. InsightArgentina believes that a grassroots organization needs volunteers more than an established NGO, such as CIPPEC who has raised almost USD \$400,000, employs over 90 individuals, and has an impressive budget. Small centers or grassroots organizations need assistance which would seem basic to a professional; for example, developing the institutional internally, like the InsightArgentina volunteers at Conviven who have produced documents via Microsoft Word and Excel organizing the children’s educational classes through a simple public calendar.

There are still 3 InsightArgentina organization’s profiles that I need to finish; however, I have completed 9. Each organization’s file contains 2 documents, these documents titles one with the program area in which it pertains along with the letters “SN” and another with the organization’s name and ending in “CN”. SN means “Sin Nombre” or “without name” in which case a potential volunteer has contacted Mechi Hoffay, Assistant Volunteer Coordinator, and expressed interest in working through InsightArgentina. This is done because in past situations, with many international exchange programs, individuals have communicated interest in volunteering and subsequently, after being sent information where they could possibly work, they have then directly contacted the organization, subsequently causing problems to all aforementioned parties involved. To avoid this, the potential volunteer is sent a CN document via email once the USD \$200 deposit has been received by InsightArgentina. CN signifies “Con Nombre” or “with name” which entails that that specific profile includes the name of the organization. The CN documents are sent via email to a soon-to-be volunteer who will arrive to Buenos Aires shortly and will have the CN document as a way to learn more about the organization where one will be working. The following documents attached include: Alimentar Enseñando (CN/SN), Conviven (CN/SN), Cercer con Amor (CN/SN), Ecoclubes (CN/SN), Idealist (CN/SN), La Base (CN/SN), Salta Organizations – Comedor (CN/SN), Padre Chifri (CN/SN), Salta Healthcare Center (CN/SN)

Part III – (b): Orientation; i. Orientation PowerPoint; ii. Basic Information

HelpArgentina just recently began to operate a more educational orientation for new volunteers. During March, an Argentine HelpArgentina volunteer – Alvaro, an Economics graduate student–gave a socio-economic overview of Argentina’s history which was followed up by a short debate between Alvaro and Mechi, Political Science undergrad. In April, I relayed an idea to the InsightArgentina coordinators, Jon Teel and Mechi Hoffay, to produce a more interactive and visual presentation through PowerPoint. The coordinators then asked me to put something

together; thus I constructed a basic PowerPoint presentation. However, after the coordinators spoke with, Milagros Oliviera, HelpArgentina's Executive Director, about developing the InsightArgentina orientation, she contacted a young lady, Soledad, who is a friend of hers and works at a consulting firm in Argentina in order to present a professional presentation. As a result, for the first time, Soledad came to HelpArgentina last week and gave an incredible PowerPoint presentation displaying impressive graphs, important information, and public opinion via a political, economic, and historical synopsis of Argentina.

Part III – (c): Volunteer Assistance; i. Alimentar Enseniando PowerPoint; ii. School Cover Letter

Jon Teel, InsightArgentina's Volunteer Coordinator, recently contacted me in assisting 2 British volunteers in a PowerPoint presentation and school cover letter in hopes of raising money for the grassroots organization that they are currently working with, Alimentar Enseniando, once they return to England. Through doing this, I used *track changes* to edit and followed up with meetings and email exchanges.

IV. Conclusion

I have had an extremely positive experience at HelpArgentina. I feel that I have learned a great extent on an institutional level and through doing this, I believe that the work that I have completed will benefit the organization. In close, I hope to finish multiple projects at HelpArgentina; thus, I will continue to work on the Insight Organization profiles as well as work in volunteer assistance, develop ideas to advance the business aspects of the Insight program, as well as to create a plan to implement more projects such as mid and final volunteer sessions in which volunteers may discuss in a group setting what they have learned, successes, challenges, etc.