



INTERN/WORKING GUEST GUIDE

CCF's MISSION STATEMENT

The mission of the Cheetah Conservation Fund is to be an internationally recognized center of excellence in research and education on cheetahs and their eco-systems, working with all stakeholders to achieve best practices in conservation and management of the world's cheetahs.

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February 2017

Welcome Message

Dear Intern/Working Guest,

Welcome to the Cheetah Conservation Fund (CCF) and thank you for spending your time with us in Namibia to help save the wild cheetah. I really appreciate your commitment and contribution to support our ongoing scientific research, conservation and education work. Since the Cheetah Conservation Fund (CCF) was founded, Intern/Working Guests have been the backbone of CCF's programmes and are fully part of the success in our efforts to save the endangered cheetah.

When you travel from your home to CCF, you are bringing far more than a pair of willing hands. The fresh perspectives and enthusiasm of our Intern/Working Guests is a constant reminder for us that our work may be taking place in an isolated environment, but that others in the world are as committed as we are to conserving these unique predators.

Our Intern/Working Guests also serve as ambassadors for our local farming community – your very presence helps show local farmers that the world is interested in the cheetah's race for survival and shows that while some may see cheetahs as a problem, others will travel thousands of kilometers to see these amazing animals in the wild, bringing a much-needed boost to the Namibian economy that helps improve key services such as medical and educational facilities. In this way, you help us achieve one of our key goals to turn our local farmers into conservationists in their own right, while improving their livestock and farm management skills. This is my passion; that cheetahs and humans can live together and prosper.

While working with us you will become part of the CCF team. I'm sure you will learn a lot about cheetahs and bio-diversity and the challenges and opportunities that we face as conservationists. While it can be hard work, I've always been able to turn back to our goal – to help cheetahs in their race for survival.

I hope that you enjoy the experience of being part of our team and helping the efforts to conserve the cheetah. We're really looking forward to meeting you.

Thank you very much for deciding to give CCF your support!

Yours sincerely



Laurie Marker, PhD
Founder and Executive Director
Cheetah Conservation Fund



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Express Post (FedEx, packages) Packages take 3 weeks to a month to get to CCF.	Cheetah Conservation Fund c/o CCF Bush Pty Ltd 1603 Hatting Street Otjiwarongo Namibia Tel: +264 67 304 806



CCF Namibia Staff

CCF Management Team

- Laurie Marker, DPhil – Founder and Executive Director
- Bruce Brewer, PhD - General Manager
 - Research Geneticist & Asst. Director for Animal Health and Research
 - Personal Assistant to the Director
 - CCF Farms and Bushblok Manager
 - Assistant Farms Managers
 - Intern/Working Guest Coordinator and Public Relations Officer

Departments

Administration

- CCF Bush Accountant
- CCF Accountant

Cheetah Husbandry

- Senior Cheetah Keeper
- Studbook Assistant & Cheetah Keeper

Education

- Community Relations, Education Manager and Intern/Working Guest Supervisor
- Senior Environmental Education Officer

Ecology

- Ecological and Community Research Manager
- Forest Steward & Chief Ecologist
- Ecologist
- Community Development Assistant
- Research Technician

Genetics Laboratory

- Genetics Lab Manager
- Genetics Laboratory Technician, Research Assistant

Farms

- CCF Farms and Bushblok Manager
- Assistant Farms Managers
- Small Stock Manager
- Mechanic

Livestock Guarding Dogs

- Livestock Guarding Dog Manager
- Livestock Guarding Dog Trainer for Farmers

Tourism and Hospitality

- Hospitality Manager
- Tourism Manager
- Tourism Assistant Supervisor
- Tourism and Education Assistant
- Tourism Assistant

Veterinary Clinic

- Clinic Manager, Veterinarian

Chefs

- CCF Hospitality Chefs

Along with the above, CCF Namibia staff includes 40 farm staff, and 24 Bushblok project staff.



CHEETAH CONSERVATION FUND-NAMIBIA VALUES AND GUIDING PRINCIPLES

Our **VALUES** are what we, as an organization, and we, as individuals, stand for and believe in. Our **GUIDING PRINCIPLES** guide the way we work—they govern our behavior and our decisions. We make all decisions, throughout the organization, with these **VALUES** and **GUIDING PRINCIPLES** as our guide points.

Passion

We exhibit passion in our mission and our work. We approach challenges with enthusiasm and perseverance. We are relentless in our efforts to accomplish our goals.

Conservation

We are a conservation organization. We adopt a conservation mindset for everything we do. We use our resources, such as time, money, food, water, electricity, and supplies, wisely and productively. We are resourceful and find creative solutions to challenging problems.

Pride

We are proud of the work we do and what we have accomplished. Every action we take, every job that we do, no matter how small, is critical to our mission. We take pride in our roles and responsibilities and see a job through from beginning to end. We are proud of our facilities and take individual ownership for keeping our grounds, buildings and equipment clean, organized and maintained.

Appreciation

Our organization is comprised of talented, intelligent and experienced individuals, without whom we could never accomplish our mission. We are indebted to those who support us with donations of money, time and resources. We are honored to have such passionate partners.

Initiative

Each of us takes initiative, as well as responsibility, to do what needs to be done so that we achieve our organization's goals. We never hesitate to go above and beyond our individual job duties so that CCF succeeds.

Teamwork

We know that, by working together, we will accomplish our mission. We communicate openly and directly, and we resolve our disagreements constructively. We value the contributions that each and every member makes to our team.

Education

We are educators. Through our words and actions, we teach others about our organization's mission. We take every opportunity with friends, relatives, visitors, donors and the community at large to communicate CCF's mission.

Safety

We work with animals, many of which are frightened or injured. We take every precaution to ensure the safety of our guests and staff. We take extreme measures to ensure our animals are safe, as well.

CCF Farm and Surroundings

CCF operates on seven farms, totaling 46,000 hectares (over 100,000 acres) and is a member of the Waterberg Conservancy, which covers an area of nearly 200,000 hectares (490,000 acres). CCF's Education and Research Centre is situated on CCF's main farm, called. This is also where most of the staff and Intern/Working Guests reside. There are three main buildings at the Centre: the Hilker Education Centre & Cheetah Museum, the Visitor Centre, and the Haas Research Centre, which houses the veterinary clinic and research offices. Nearby are Dr. Marker's house, dormitories, four two-person rondavels, and the 'Hot Spot' kitchen & dining room. Also close to the Centre are the farm workers' houses, and student/staff accommodation as well as a barn and goat and dog pens. The Lightfoot Camp for youth groups and Intern/Working Guests are within walking distance.

The other CCF farms are Boskop, Osonanga (I and II), Bellebeno, Cheetah View, Bynadaar, and Janhelfman. The farms are all about 8km to 20 km (5 to 12 miles) from the main center. Cheetah View is used for student groups when they attend conservation biology courses at CCF, as well as for research collaborators from visiting universities. Osonanga rests against the base of the Waterberg Plateau Park. Janhelfman is a livestock farm connected to Bellebeno of which half is a game farm with a 64-hectare cheetah enclosure used for ecotourism and cheetah rehabilitation/monitoring.

CCF's main farm, Elandsvredge, is about 44km (30 miles) from the town of Otjiwarongo via a dirt road. The town has three supermarkets, several pharmacies and banks, as well as photography shops, and various gift, souvenir and retail shops. Weekly trips are made to town, and Intern/Working Guests can request items be bought on their behalf. Occasionally you can request a trip into town but this must be approved in advance by the intern/Working Guest Supervisor (at least two days' notice).

Sometimes CCF vehicles make trips into the capital, Windhoek, which is about a 3.5-hour drive. Such trips typically include visits to vet clinics, courier postal services, and any other place where items related to CCF's operational activities are bought. Shopping opportunities in Windhoek are more extensive as there is a mall and a cinema. However, overnight stops are rare and Intern/Working Guests are expected to pay for their own lodging and transport to/from Windhoek.

The Office Building and Daily Schedule

The Office Building (also called the Research Centre and Vet Clinic) will be the center of your world. You will have a spot at a desk available to use when you are working on projects or researching literature using your own or a CCF computer. There are lockers available to lock your possessions in the office. Leaving computers, cell phones, or other valuables in the office can be risky, so use the lockers. **You will be required to keep your work areas clean and tidy. Guests are often walked through our buildings and are exposed to our working areas.**

A daily schedule is posted in the Office Building on the large white board that lists the tasks and projects to be worked on, task leaders, assigned Intern/Working Guests, announcements for talks, special events, or outgoing trips will appear on the white board. You will typically be required to perform several tasks in a day and/or work on your own project. The schedule is not set in stone and can be subject to change as circumstances alter during the day.

Your stay at CCF will be demanding with little free time available. Our working hours are typically (but not subjected to) from 8 am to 5 pm Monday through Sunday with one day off each week, which most typically will fall on a weekday. You will be likely be required to put in longer hours in order to complete tasks. Our Education Centre is open daily from 9 am to 5 pm and staff and Intern/Working Guests are needed to cover the center during our peak times of the day, which are mainly between 11 to 3pm. You may be required to work long hours and through weekends if tasks need to be completed.

The following schedule reflects a typical day at CCF:

7:00 – 8:00 a.m. Breakfast

7:00 a.m. Work begins (on tasks & projects)

12:00 – 2:00 p.m. Lunch (you will have 1 hour for lunch within this time frame – CCF staff will try to have ½ the Intern/Working Guests at lunch 12 – 1 and the other half from 1 - 2)

1:00 p.m. Work continues (on tasks & projects)

6:30 p.m. Dinner

The Library in the Office Building contains literature on conservation, ecology, species identification and veterinary procedures among other topics. Library rules are as follows:

1. Absolutely **NO** books are permitted to leave the library.
2. Absolutely **NO** books are permitted to leave the library!
3. When you select a book from the shelf, if there is an index card, remove it from the book and place it in the space you have just removed the book from and let the card stick out. This way you will be able to know where you removed the book.
4. Enjoy reading your selection in the library.
5. When finished, place the card back inside the book.
6. Place the book back exactly where you got it. Please do not leave books lying on the table...always put them away exactly where you found them from before you leave the library.

Approved Leave

You may want to take a short leave (2-3 days) during your time at CCF and must work on your off days to save up leave time. All leave must be applied for in advance (at least two weeks' notice) and approved by your team leader and the Executive Director. If you plan to take leave while at CCF you must ensure that this does not interfere with (deadlines of) projects or tasks assigned to you. CCF can help provide you with contacts for safe and fun travel to for example Etosha or safe taxis where you can make arrangements.

Accommodations

There are several types of accommodations in which interns stay. Most accommodations are in rondavels (bungalows) or dorm-style, in which up to four people share a room, either with an en-suite bathroom/shower, or a shared bathroom/shower within a house. Rondavels and dorms are furnished with beds, a wardrobe, and small shelves. You will be allocated linen and towels upon arrival. You are responsible for washing linen and towels. You will be responsible for maintaining your room in good condition.



CCF Rondavels



CCF Dorms

Accommodation is allocated based on length of Intern/Working Guest stay and type of Intern/Working Guest. You may be required to move from one type of accommodation to another during your stay with CCF, depending on circumstances. **Please be aware that with communal living you will need to be flexible and respectful of others around you. This means keeping noise to a minimum and tidying up after yourself. Music and other loud noise should be stopped at 8 p.m.**

TV, DVDs and other Entertainment

There is a common room in the middle of the dorms that has satellite TV and a DVD player. The DVD player is formatted for all regions and we have a selection of DVDs available. Bringing movies on a flash drive or external hard drive is always welcomed as well. There is also an informal library with fiction and non-fiction books that you are welcome to read. Our staff is always pleased to receive new movies, books, or magazines for reading. **It is everyone's responsibility to keep this room clean. Keep the room tidy – i.e. pick up after yourself, and do not leave (dirty) dishes in the common room!**

Water, Laundry and Electricity

There are several boreholes on CCF's farms that supply water for drinking, showering and laundry. CCF is a very dry farm and our water resources are very limited so **please take care not to waste water**. There should be a bucket in your shower area, please fill the bucket with water as you are waiting to get hot water. This water can then be used to water plants outside your room or to mop your room. A solar hot water heater supplies hot water. If hot water is used at night, then there is limited hot water in the mornings. Please take short showers, and do not keep your water running when brushing teeth. The water at CCF is potable, so there is no need to purchase bottled water. There are two washing machines available next to the common room and a line outside for drying your clothes.

Electricity at CCF is supplied at 220 volts, 50Hz. The plug is a type M plug, South Africa CEE 7/16-grounded 3-Prong plug. Most all rooms at CCF have 24-hour power supplied by battery.

You should ensure that you obtain the correct adaptor before you fly (most of the "universal" plugs do not contain this plug); however they can be purchased at Johannesburg airport or in town if you stop there on your way. An adaptor is also available for purchase from Amazon at https://www.amazon.com/gp/product/Book7DYHYo/ref=oh_aui_detailpage_o02_soo?ie=UTF8&th=1 Items that run on 110 volts cannot be used at CCF without a suitable step up/down transformer or they will be damaged or destroyed. The Centre has a generator that supplies all electricity and generated power is supplied from 7.30am to 10.30pm. Outside of these hours, electricity is provided by banks storage batteries that drain quite quickly.



There are very few outdoor lights on the farm, and outdoor areas can be almost totally dark when there is no moon. **It is important to bring a flashlight; torch or headlamp** with you and to use it at all times when in darkness. Do not bring electricity-intensive items such as hairdryers. Avoid leaving lights or other electrical items switched on unnecessarily as this is not only expensive but bad for the environment too.

Food and the Kitchen

Meals are eaten at an open-air dining pavilion called the 'Hot Spot'. CCF has full time cooks that prepare lunch and dinner meals. In addition, staff and Intern/Working Guests prepare their own breakfast. The menu is quite similar to western food (pastas, rice, meat, salads, and vegetables) and vegetarians can be catered for; if you are a vegetarian, please inform the hospitality Manager once you have arrived at CCF. Water is safe to drink from the tap. Tea, coffee, hot chocolate and concentrated juices are provided. Sodas and a small selection of snacks are also available for purchase in our gift shop.



Hot Spot Dining Area

Food shopping is done on Tuesdays. If there are any particular items you would like to eat, you can Give your personal shopping list and money to the Hospitality Manager by Monday 4:00 p.m. so Your items can be bought on the town trip on Tuesday. If you would like fruit or a snack during the day, you need to bring these up from the kitchen with you. CCF does not cater for vegans, but salads and vegetables are a common part of meals and if you are willing to pay for your own supplementary food, you can arrange for these to be bought for you during the weekly town trips. If you are not going to have a meal at the Hot Spot – please mark on the Google drive Hot Spot Meals page to let The hospitality Manager know the day before so that the cooks do not make extra food.

Alcohol policy

- Unlimited consumption of alcohol will not be tolerated at CCF or in public as you represent CCF at all times.
- Hangovers on workdays will not be tolerated.

- Interns and Intern/Working Guests are not allowed to purchase hard liquor.
- The use of any drug(s) except by prescription is strictly prohibited.
- Everyone is encouraged to enjoy their stay here but at the same time you are reminded that CCF is permanently based in Namibia so your actions reflect on CCF.
- No drinking and driving allowed.



Internet, Telephones & Mail

For cell phones, a Namibian SIM card can be purchased to use for calls or texting while at CCF. You purchase this at the Windhoek Airport on your arrival or you can give money to the hospitality Manager and ask her to buy a SIM card the next time she is in town. You can purchase minutes for cell phone use at the Gift Shop if you have a Namibian SIM card. The application, WhatsApp is a great download for smart phones and will allow you to communicate with friends and family both here at CCF and back home who also have the app without charging international SMS or international calling prices and can be used on Wi-Fi or by using small amounts of data.

CCF has wireless and cable Internet with variable quality. Wi-Fi reception is poor to non-existent in areas past the Hot Spot (in dorms and Rondavels) and best in the Office Building. Wi-Fi setup and password will be available. We do make a small provision for web browsing, checking personal e-mails and instant messaging, but this must only be done during lunch or after work hours and preferably on your own laptop or cell phone. If caught on Facebook, or doing any other non-work related internet activity during working hours, your internet privileges will be revoked.

Regular postal/letter services in Namibia are unpredictable and in our experience mail and packages tend to take a long time to arrive or get lost altogether, even if sent with a courier such as FedEx or DHL. Letters can take anywhere from a few weeks to several months. FedEx or DHL packages can take anywhere from a week to more than a month. Incoming mail is also unreliable and thus it is recommended to advise family to correspond electronically.

Laptops and other Electronic Devices

Many Intern/Working Guests ask us if they should bring their laptop. Since computer access can be limited, it will be useful to bring your laptop in order to complete your work. In this case, Intern/Working Guests MUST ensure that they back up their work on a daily basis. It may therefore be useful for you to bring a USB memory stick, flash drive, external hard drive or similar storage device. If you bring your own laptop to CCF a USB-based storage device will likely be the easiest method to transfer files to the network. All information, data and images shared or gathered during your stay at CCF becomes the intellectual property of CCF and may not be used in any way for non-CCF purposes without prior written consent. If you need or want to keep copies of your work (for school purposes, for example), you must obtain consent in writing from CCF. CCF cannot assume any responsibility for non-CCF supplied equipment breaking or malfunctioning. You should ensure that your personal travel insurance covers any such eventualities. Please be aware that Namibia is a dry, dusty country, which can wreak havoc on electronic items. It's helpful to bring a sleeve or case where you can store your laptop to minimize exposure to dust, especially when travelling. Theft is a constant concern in Namibia and you should always lock up when you leave a building or a vehicle. Never leave valuables in sight. Most

rooms can be locked, but it's better to lock your passport, camera, music player and other precious belongings in your suitcase; make sure you have a lock on your baggage. CCF has a limited number of lockers in the main office that can be allocated to Intern/Working Guests upon request. It is recommended that you bring your own lock; a luggage lock will work too.

Prime Rules for Social Media

Cheetah pictures

1. Do not post photos of staff touching cheetahs at CCF in Namibia.
2. Do not post photos of people next to cheetahs, even a picture of people at the cheetah run.

Appropriate touching of cheetahs includes:

- By veterinary professionals (e.g. medical procedure/ dental procedures)
- Cheetah feeding (e.g. centre feeding)

The reasons for the above are:

- The Namibian government does not allow cheetahs to be petted
- We do not want to give the general public (Intern/Working Guests, friends etc.) the wrong impression about our work here at CCF. We are a scientific conservation organization and do not want to share a message of us being a "cheetah pet place"
- We fight the illegal wildlife trade of cheetahs. Staff, Intern/Working Guests posting picture with cheetahs (even when not touching cheetahs) brings the wrong message across

CCF staff, Intern/Working Guests in Namibia are privy to behind-the-scenes information and as such all CCF content shared should be treated with caution and thought. The primary question one should ask before sharing anything happening behind-the-scenes at CCF is "would this be appropriate for CCF's main social media or website page?" If the answer is no then the content should not be posted to personal pages.

Some information is sensitive, such as new puppy births, cheetah surgical procedures, release sites or wild cats that have come in for assessment or relocation due to human wildlife conflict or intact carcasses of animals (Antelope or Ungulates) used for feeding Cheetah, and should not be posted on personal sites until after appearing on the CCF website. A good rule would be to check with your supervisor for approval before posting your own photos of any event. CCF would like to have good photos or stories shared by all Intern/Working Guests – please send good photos to nadja@cheetah.org and teresia@cheetah.org.

Weather, Climate and Field Conditions

The Namibian climate is harsh and Intern/Working Guests should be reasonably fit without allergies to insect bites or in need of frequent medical care. The nearest medical care and pharmacy is in Otjiwarongo, 44 km (30 miles) away. Major medical problems must be treated in Windhoek, which is 3.5 hours, away by car. In case of serious injury, medical evacuation would have to be by helicopter or light plane. Please ensure that you have adequate medical insurance to cover any such eventuality.

The research area is very dry, dusty and at times very hot or below freezing at night. CCF is located at an altitude of 1,500 meters (5,000 feet) above sea level; normal levels of activity e.g. walking should not be difficult but exercise or other exertion can take considerably more effort due to the thinner atmosphere.

The terrain is flat but heavily overgrown with thorn bushes. The sun is a constant, and adequate care must be taken to avoid over-exposure. The ozone layer in Namibia is one of the thinnest in the world and it's very easy to get sunburned. At times, Intern/Working Guests may find themselves spending several hours in direct sunlight. Bring protective clothes (long pants, long sleeved tops), a wide-rimmed hat or cap, water bottle, sunglasses and high factor sunscreen.

The Namibian summer is opposite to that in the Northern Hemisphere. It is hottest from November through to March. Winter comes from May to September. As with all semi-arid or desert climates, temperatures can vary extremely from night to day, and evenings are cool even in the summer. During summer, daytime temperatures can reach 40° Celsius (104° Fahrenheit). In the winter, it can freeze overnight (less than 0°C or 32°F). Rainfalls during the summer months and thunderstorms are frequent, so please bring waterproof clothing if you intend to visit during this time. The winter is dry and can be very cold and windy. There is no heating or air-conditioning at CCF, although a limited amount of hot water is available for showering. It is

strongly advised to bring a warm hat and winter jacket during the Namibian winter (May-August) and be prepared to wear layers as the temperatures can warm up during the day in winter.

Insects are prevalent, particularly in the rains, so it is advisable to bring bug spray and antihistamines. If you have allergies to bee stings, bring a special kit. Snakes are common in Namibia, and there are a number of highly poisonous varieties. However, it is rare and lucky to see a snake. Be wary of walking barefoot; scorpions are rare but are encountered at CCF.

Safety and Health

CCF is in a natural wildlife area and there are antelope and ungulate species, venomous snakes, spiders, scorpions, ticks, leopards, and baboons that share this living space with us. Care must be taken to avoid these animals and prevent interactions that can be deadly. Doors to restrooms and buildings must be kept closed to prevent unwanted serpentine and other visitors coming inside, especially during the rainy season.

Smoking

- CCF buildings, vehicles, dining areas, animal pens, and when in the bush doing fieldwork is considered smoke free environments and therefore no smoking are allowed.
- Namibia is a very dry country and sparks from cigarettes can be dangerous!! Be very careful if smoking.
- If you are a smoker, please be very considerate to the many non-smokers at CCF.
- Please dispose of all cigarette butts in rubbish bins and not on the ground. If an ashtray is being used, please ensure that it is emptied and cleaned when you are finished smoking.
- DO NOT flush cigarettes down the toilets; they will clog the septic system.

Personal Health

Protective Clothing:

- You are advised to wear long pants and shirts with long sleeves when out in the bush, however, it is permitted to wear appropriate length shorts, short-sleeved shirts, and thick-strapped tank tops when working around the centre. You should wear closed shoes during most of your activities during your stay at CCF.
- Ankle high or higher boots are a must when in the field to protect yourself against snakes, thorns and prickly grass seeds.
- Use sunscreen and wear a hat, as the sun in this area is intense.

Dehydration:

- Prolonged exposure to a hot dry climate can cause severe dehydration. **Drink plenty of water; do not wait until you are thirsty.**
- Always have water with you.
- If you feel hot and dizzy, stop working and seek shade, drink water and douse yourself to cool down.
- Stay in the shade till your body temperate returns to normal.
- Use moisturizers on lips and skin.

Injuries and accidents:

- **For your own safety, inform the CCF staff if you suffer from any allergies or any other health problems that you may have.**
- Report any accident or injury to the general manager, or your supervisor immediately.
- For any minor injuries there is a first aid box on the top floor bathroom in the research centre. Several members of staff have had first aid training, including our veterinary team.
- Should you need further medical assistance you will be transported to an Otjiwarongo medical facility.
- Remember to take all documentation and medication that you may require while away from CCF.

Cultural Guidelines

Namibia is a politically stable country, and an amalgam of cultures with much ethnic variety. Namibia was formerly a colony of the German South-West Africa. After WWI, Namibia became a protectorate state of South Africa. Since gaining its independence in 1990 English is the official national language in Namibia, though German, Afrikaans and many indigenous languages are widely spoken.

CCF employs and interacts with persons of widely different academic, professional and cultural backgrounds. CCF considers discrimination of any form (e.g. gender, cultural, religious, sexual, racial and ethnic) to be an extremely serious matter. Discrimination is considered to include (but is not necessarily limited to) making derogatory remarks, taking decisions based on considerations other than merit and harassment of any sort. Those proven to behave in a discriminatory manner face summary dismissal from CCF.

Given that the culture in Namibia is likely to be different than you're used to, Intern/Working Guests should not expect things to always go smoothly or according to plan (TIA: This Is Africa!). Approaches and interactions with people both at CCF and elsewhere will be different than you're used to. You may feel a bit like a fish out of water – new experiences, new people who are constantly around you, new things to do and learn. Culture shock is common, and even if mild, can affect a person's happiness or normal state of mind. Frustration can build up if telephones don't work, electricity cuts out, water runs out or the whole thing simply becomes overwhelming.

Be prepared for a period of adjustment, as you may feel out of sorts for the first few days. You may have travelled across several time zones and be suffering from jetlag. You may be sensitive to the food and water as they are different here. We live in the wilderness and therefore bugs and insects are a common occurrence, as are dust and dirt. At night, you will hear noises from the wild and from the livestock guardian dogs and it may take you a while to sleep through them. You may want to bring earplugs.

The Intern/Working Guest who will get the most out of his/her experience at CCF is the one that can relax and is flexible. Appreciate the differences in culture and take the time to learn new ways and enjoy the unique opportunity of simply being here. You will have wonderful memories of your stay if you remain open to the adventure and novelty of the place. This will be your home away from home, so enjoy it. There is staff available to talk to too help you through your process as well as the Intern/Working Guest supervisor.

Preparing for Your Trip

Travelling to CCF

Each Intern/Working Guest is responsible for making their own travel arrangements to and from Namibia. Please forward your travel details, including flight numbers and arrival times to ccfinfo@iway.na as soon as possible. We recommend that you aim to arrive in Windhoek no later than 2pm. It takes about 4 hours to drive from Windhoek airport to CCF, and driving in the dark is not recommended. You can obtain items you need from Super Spar (a large supermarket/grocery store which is open daily) in Otjiwarongo before the final stretch to CCF.

In case you arrive late at night, you should arrange for accommodation in Windhoek. Some people prefer to spend a night in Windhoek to get over jetlag (which is recommended and staff are available to call upon arrival to address any questions and talk you through your first night in Windhoek) and if you would like to do so, please let us know in advance.

Please e-mail ccfinfo@iway.na with your preferred transportation choice. All Intern/Working Guests are required to cover their own transportation costs, but we can help you arrange it.

You may choose one of the following:

Recommended: We can make arrangements with a transport company that we use on a regular basis to collect you from the airport and take you to CCF. This will cost you N\$1500 (approximately USD\$110). You would have to pay the driver on arrival at CCF. Please make sure you have Namibian Dollars or South African Rand with you. You can withdraw these either in Windhoek airport or if you are travelling via South Africa, in

Johannesburg or Cape Town. Both currencies are accepted in Namibia and have the same value. This is typically the only service that will take you from Otjiwarongo to CCF.

You can catch a shared taxi from the airport to Windhoek. This will cost you approximately N\$150 - 250 depending on the number of people. You can ask the driver if this taxi can take you to where you can catch another taxi, north to Otjiwarongo. This will cost you approximately N\$100 - 280, again depending on the number of people, and isn't always the most reliable.

If you are looking for a shuttle from Windhoek airport to the city center (for example a guest house or hotel in case you should decide to stay over in Windhoek after your arrival), we can recommend a company called Townhoppers. They charge N\$190.00 (approx. US\$25.00) for a pick-up from the airport to a Windhoek city center location. This transport has to be pre-booked and pre-paid. Please book directly with them by e-mailing townhoppers@iway.na.

If you arranged for an airport pickup and you experience flight delays or for some reason there isn't anyone there to pick you up, please contact CCF on 067 306 225 if calling from Namibia or +264 67 306 225 if calling from other countries.

Staying in Windhoek

A number of places to overnight in Windhoek are listed below. Windhoek is considered a safe city within reason and common sense. Prices are approximate and based on a single room. Check travel guides and/or the Internet for more lodging options. We ask you to make your own booking and settle all bills when you leave. We have negotiated a special rate for several hotels and other types of accommodations in Windhoek. Please quote CCF when you make the booking.

Kalahari Sands Hotel

CCF negotiated price:

N\$1014 for a single room, including breakfast

N\$1164 for a double room, including breakfast

The booking must be made through CCF in Namibia.

Tel: +264 61 280 0000

E-Mail: ksands@sunint.co.za

Web: www.suninternational.com/Destinations/Hotels/KalahariSands

Windhoek Country Club

CCF negotiated price: N\$1290 for a single room, including breakfast

N\$1540 for a double room, including breakfast

This negotiated price must be booked via CCF in Namibia; we will make the booking, get a confirmation number and e-mail it to you

Tel: +264 61 205 5911

E-Mail: windhoek@legacyhotels.co.za

Web: www.legacyhotels.co.za

Roof of Africa Hotel

CCF negotiated price, 10% discount on:

Single rooms from N\$656 to N\$1063, includes breakfast

Double rooms from N\$859 to N\$1419, includes breakfast

Quote "Cheetah Conservation Fund" when booking for a 10% discount

Tel: +264 61 254 708

E-Mail: info@roofofafrica.com

Web: www.roofofafrica.com

Vondelhof Guesthouse Price:

Single room N\$451, includes breakfast

Double room N\$657, includes breakfast

Above rates include a 30% discount for CCF staff and Intern/Working Guests. Bookings have to be made through CCF in Namibia.

Tel: +264 61 248320
E-Mail: yvonne@vondelhof.com
Web: www.vondelhof.com

Puccini International Hostel (an upmarket backpacker with no dormitories)
CCF negotiated price, 5-10% discount on:
Single room N\$300 (shared bathroom) or N\$420 (en-suite), incl. breakfast
Double room N\$385 (shared bathroom) or N\$520 (en-suite), incl. breakfast •
Quote "Cheetah Conservation Fund" for a 10% discount if paying cash, or 5% if paying by credit card.
Tel: +264 61 236 355
E-Mail: info@puccini-namibia.com
Web: www.puccini-namibia.com

Chameleon Backpackers Price:
N\$110 (shared room)
N\$220 (private room with a shared bathroom)
N\$330 (private room en-suite room)
Tel: +264 61 244 347
E-Mail: chamnam@chameleon.com.na

Some people prefer to travel throughout Namibia before Intern/Working Guesting at CCF. Should you be able to make your own way to Otjiwarongo (3.5 hours' drive north of Windhoek and the nearest town to CCF), you can be picked up by CCF there. If you need to overnight in Otjiwarongo, here are a few places:

C'est Si Bon Lodge
Prices (incl. breakfast):
Single room: N\$495, double room: N\$595
Tel: +264 67 301 240
E-Mail: admincestsibon@iway.na

Bush Pillow Bed & Breakfast
Prices (incl. breakfast):
Single room: N\$440, double room: N\$540
Tel: +264 67 303 885
E-Mail: artworks@iafrica.com.na

Hadassa Guesthouse
Prices (incl. breakfast):
Single room: N\$500, double room: N\$660
Tel: +264 67 307 505
E-Mail: hadassa@otjiweb.com

Accommodation rates may change, so please verify with the guesthouse / hotel you are thinking of booking with.

Working Visa

All Intern/Working Guests that come to CCF must apply for a work visa. If you fail to apply for a work visa and attempt to enter the country on a tourist visa, you risk refusal of entry and being returned to your home country at your own expense. Your passport must be valid for at least 6 months after entry into Namibia. If you need to renew your passport, please ensure you leave sufficient time for passport renewal and the visa application process. Once you have been approved to Intern/Working Guest at CCF, the Intern/Working Guest Coordinator will e-mail details on how to apply for the work visa. The cost of applying for the work visa is US\$130 and this fee will be added to your deposit fee, which confirms your placement at CCF.

To apply for a work visa, you must submit:

- A completed visa form 3-1/003 (we will e-mail you a blank form and instructions on how to complete it)
- A certified/notarized copy of your passport (the page with personal details and the passport number)

- A certified/notarized copy of your highest qualification or training certificate (i.e. your high school, university or post-graduate degree, or certification of technical training). If you do not have a certificate, please send a copy of your CV or resume.

These three items should be e-mailed to ccfinfo@iway.na – attachments should be .jpeg/. Jpg format; please try to make each attachment no larger than 200Kb (please compress the images). We work with an agent in Namibia who helps us process the work visas. It is essential that you submit everything requested above – the visa cannot be processed without all of the information. The process takes about 5 or 6 weeks, but may take longer, and you will need to include your intended date of arrival and departure. The agency will submit your application to the Ministry of Home Affairs seven weeks prior to your arrival however you should submit your paperwork to CCF as early as possible to avoid any unnecessary delays.

About one week before your arrival at CCF, we will e-mail you a scanned copy of your work visa approval letter so it is important that you check your e-mails regularly before leaving for Namibia. You must print the approval letter and present it to the immigration officer when you enter Namibia. Your work visa will then be stamped into your passport. Failure to do so may lead to refusal of admission into the country and you could be sent home on the next flight out (at your own expense). Please DO NOT send e-mails to ask about your progress of your work visa as this will not speed up the process but if you do not receive your visa one week before your arrival at CCF, please contact us as soon as possible.

Baggage

Intern/Working Guests are advised to travel light, as most items (such as toiletries) can be bought here and CCF has laundry facilities. Apart from any luggage you check-in, bring a carry-on bag, packed with a change of clothes, as lost baggage is a common occurrence, especially if travelling through Johannesburg. Check with your airline for luggage allowance information. Namibia is a safe country for travel however please be aware that in recent months some Intern/Working Guests have had the misfortune of experiencing expensive losses when items have been stolen from checked luggage. Unfortunately, Johannesburg Airport is particularly problematic in this regard. Valuable items e.g. computing and photographic equipment, jewellery (not encouraged), music players, etc. should be carried as hand luggage and please also pack a change of clothes, if you can fit it in, in case your luggage does not make the connection from Johannesburg to Windhoek. If this happens, your bag will be delivered to CCF a couple of days to a week later. Delayed or lost luggage is generally not a problem on direct flights from Europe so it might be worthwhile to check out flights from Frankfurt, Amsterdam, London, etc. to Windhoek.

(With Air Namibia, www.airnamibia.com, Air Berlin, www.airberlin.com, Condor, www.condor.com, KLM, www.klm.com).

Carrying Items for CCF

On occasion Intern/Working Guests will be kindly requested to carry items from the U.S. or elsewhere to CCF Namibia. Such items usually include educational material, donated items to local schools or organisations, or sometimes veterinary equipment (in which case special instructions will be given to you). If you carry items for CCF, please DO NOT pack them in a box, as that guarantees you will be stopped at airport customs in Namibia. CCF items should be carried and referred to as personal items and placed in a suitcase or appropriate travel bag. Please also note that if you have a stopover (in South Africa for example) your baggage will be checked for content and weight before transferring to a Namibian flight. If your baggage weight is over the normal limit, the airline may charge you. Please check in advance with your airline as to allowed weights and request additional weight allowance if needed. There is also a "Wish List" on our website (www.cheetah.org) that you may want to review prior to your visit to CCF. If you are able to bring some of those items with you, it would be greatly appreciated. Please contact the Intern/Working Guest Coordinator at ccfinfo@iway.na for arrangements. CCF will provide you with a letter you can present to the airline(s) which states that you are carrying the items on behalf of CCF and that they are donations and vital for CCF's work.

Travel Insurance

We strongly recommend that you purchase travel insurance for your stay here. The protection provided by medical evacuation coverage is both comprehensive and inexpensive. Ask your travel agent or health insurance provider for advice. Intern/Working Guests from the UK may have difficulty obtaining travel insurance that covers working with animals but some have managed to find appropriate insurance cover so please enquire with the Intern/Working Guest coordinator if necessary.

Money

You cannot obtain Namibian Dollars anywhere except in Africa, but you can get South African Rand, which is equivalent to Namibian Dollars and accepted in Namibia as legal tender. Intern/Working Guests will not need much money during the project, except for expenditure on personal purchases, such as gifts or souvenirs, sodas, or special food items, or if you plan to travel elsewhere. ATM machines are common in Namibia and will accept most overseas bankcards. In Otjiwarongo most ATMs are of First National Bank (FNB) or Standard Bank, so you may want to ensure your card's compatibility specifically with FNB or Standard Bank. Visa and Master Card are also accepted in major stores and overnight accommodations across Namibia (but not petrol stations, in case you plan to hire a car for travelling around Namibia before or after your stay at CCF). If you do bring foreign currency, it is best to exchange money at the airport, either in Windhoek or in Johannesburg or Cape Town if you have a stopover. You can also obtain South African Rand through AAA prior to your departure.

Health

General Health and First Aid

There is no doctor or nurse on the CCF farm; the nearest hospital is a 45-minute drive away down a bumpy dirt track. If you have serious allergies or illnesses that require constant medical attention, CCF may not be the place for you. For example, we do not have 24-hour electric power and there is no electricity at night (e.g. for sleep apnea machines). In addition, CCF is not able to provide specialist diets e.g. diabetic, vegan, low fat or low sodium, although we can cater for vegetarians. First aid and other over-the-counter medical items are readily available at pharmacies in town. There are also First-aid kits for emergencies at CCF itself. Pharmacies and supermarkets also stock plenty of sanitary towels, tampons, condoms, contact lens solution, sunscreen, shower gel, shampoos, hair conditioners, body and face lotions, deodorants, etc.

Vaccinations and Immunisation

We are often asked about vaccinations and medications against malaria, yellow fever and rabies. Chloroquine-resistant malaria is endemic in central and northern Namibia, and CCF is located on the border of this region, but is not directly in this region and therefore the threat of malaria is minimal. Rabies however is a common disease amongst wild and domestic animals in the country. You should talk to your doctor for advice on prophylactics for malaria and rabies immunisation. In practice, long-term Intern/Working Guests and staff may choose to forego malaria medication. Since the climate is arid and dry, except during the rainy season (Jan-Apr), there are very few mosquitoes on the farm. Mosquitoes are more prevalent in some tourist areas such as Etosha National Park. Apart from malaria, mosquitoes also carry other serious diseases such as dengue fever. We recommend that you bring an effective mosquito/insect repellent or buy one locally. Once infected, rabies is a fatal disease. If you have not been immunized against rabies and come into contact with a rabid animal, you need to have treatment within 24 hours. Even if you have been immunized against rabies and come into contact with a rabid animal, you will still need to undergo further treatment within 24 hours. This treatment is available in Otjiwarongo (44km from CCF). Please note that if you want to get immunized for rabies, plan to do so well in advance of your stay at CCF since the process requires 3 injections, over a 28-day period for long-term coverage. Namibia is not in a yellow fever zone. However, if you are travelling to Namibia from infected areas or from countries in the endemic zones you will need to show yellow fever certification.

HIV/AIDS

The human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS) is a disease that suppresses the body's immune system for which there is no known cure. In sub-Saharan Africa, HIV/AIDS is a massive problem, and an important issue to consider for any traveller. Of the 30 million adults living with HIV/AIDS, 21 million live in sub-Saharan Africa. A 2015 estimate states that 13.34% of Namibians suffer from HIV/AIDS. In Namibia, the percentage of deaths related to AIDS is higher than either tuberculosis or malaria. The Namibian government is developing and disseminating information, strengthening condom distribution channels and providing care to those that have the disease. HIV/AIDS can be transmitted via sexual intercourse, blood transfusion or injection, or sharing needles with HIV/AIDS infected drug users. You can take steps to avoid these risk situations by practicing safe sex (condoms are available in pharmacies and free of charge in many public buildings), not sharing needles and wearing gloves when handling blood or applying first aid.

Dress Code and Clothing

The Namibian summer is from November through to March. Nights are cool and days hot and sometimes rainy. The winter is from May to September. Days are cool and nights are cold, sometimes below freezing. We have no heating or air conditioning. During the winter, it is very cold inside all buildings. We ask that all Intern/Working Guests dress in an appropriate, presentable and professional manner; regardless of the type of work they will be doing at CCF. You will be issued with CCF logo t-shirts upon arrival. These will be your uniform to wear while on duty. You may purchase additional CCF clothing (t-shirts, polo shirts, blouses/shirts, fleece, sweaters, etc.) from the gift shop if you wish. The dress code at the farm is casual but conservative. We request that Intern/Working Guests, even when on the farm, dress appropriately (t-shirt and shorts of at least mid-thigh length are fine). It is not appropriate to show excessive skin in Namibian culture. It is CCF's policy that Intern/Working Guests should not wear bikini tops, cropped tops, small tank tops, low cut hipsters that expose the mid-rift, short shorts, miniskirts, torn clothing, inappropriate logos/prints or designs on t-shirts, etc. **If you are working with animals, it can be messy, so please wear clothing that you don't mind soiling or ruining.** When you are out in the bush, you should wear long pants and shirts with long sleeves even in the summer. Ankle-high hiking boots are a must when in the field to protect yourself against snakes, thorns and prickly grass seeds. You may want to bring a pair of work gloves for feeding and/or farm work. In town and when visiting other farms, CCF requires that Intern/Working Guests dress more smartly (pants, smart jeans or long shorts and a clean polo shirt, for example). If you plan to work with the education programme, you must dress more conservatively (women – long skirt or smart pants and a button shirt; men – slacks/pants, button shirt). Please remember that while you are here, you are representing CCF as an organisation, and that you should project a professional image at all times.

Items to Bring

Here is a guide of what type of clothing to bring in summer and winter. Avoid bringing white or light coloured clothes since they will get dirty:

Summer (November - March):

Shorts (several)
Long pants/jeans (few)
Long-sleeved top (for thorn bush protection)
T-shirts/tank tops
Sandals
Hiking boots and sport shoes, wellington boots
Rain coat
Sweatshirt
Cap/Hat
Nice outfit and shoes (for social outings)

Winter (May - September):

Shorts (few)
Long pants/jeans (several)
T-shirt
Sweaters/sweatshirts
Sandals (for hot days)
Hiking boots and sport shoes
Heavy fleece/winter jacket
Cap/beanie/wooly hat/scarf/ gloves
Nice outfit and shoes (for social outings)
Long-johns (against the cold)

Wellington boots – some work areas of CCF (like the Kraal) can be muddy and dirty; it's very useful to have sort of rubber boots. These can be bulky to bring, but you can purchase a pair in Otjiwarongo and donate them when you leave. We can never have a shortage of wellington boots.

October and April are transitional periods between seasons and both winter and summer clothes may be beneficial during these months.

Other items not to forget, both in summer and in winter:

- Passport + 1 photocopy (place in a different bag to passport in case you lose your passport)
- Work visa
- Airline ticket
- Copy of travel insurance
- Money (either South African Rand or Namibian Dollars), ATM card, credit card (optional)
- Drivers License (if applicable)
- Camera; extra camera battery; extra memory cards; film (if applicable)
- Work gloves
- Alarm clock (battery operated)
- Small backpack (for daily use)
- Multi-tool/pocket knife (but please put in your check-in baggage only!)
- USB memory stick
- iPod/MP3player and some music (optional)
- Correct power adaptor plug (can be bought at Johannesburg airport)
- Laptop and carrying case

- Flashlight, torch or headlamp and spare batteries
- Sunscreen (high factor)
- Mosquito/insect repellent
- Prescription medication, special allergy kit & copy of your prescription (if applicable)
- Sunglasses
- Eye glasses & prescription (if applicable)
- Small bottle of shampoo/shower gel
- Water bottle
- Ppadlock(s)
- Travel mug
- Food storage box / lunch tin
- Nail brush / old toothbrush (for meat prep days)
- Washcloths and/or bandanas
- Clothes pegs (not many available at dorm)
- Mesh washing bag (to simplify combining wash loads)

Before you Leave Checklist:

Have you done the following before leaving home for CCF?

- Paid the Intern/Working Guest fee in its entirety (must be paid 2 months prior to arrival)
- E-mailed your final flight itinerary and arrival details to the Intern/Working Guest Coordinator
- checked that your passport is valid for at least 6 months after entry into Namibia
- Obtained a work visa and have a copy of it to present to immigration upon arrival (Give details necessary for processing to CCF at least 7 weeks in advance)
- Updated your vaccinations (start rabies immunization process at least two months in advance)
- Brought some cash to exchange into South African Rand or Namibian Dollars
- Bought travel and medical insurance
- Left details of how your family and friends can reach you at CCF
- Packed some extra clothing in your carry-on in case your luggage gets lost
- Packed all your medication and a copy of your prescription
- Packed extra eye glasses/contact lenses (if applicable)
- Read your Intern/Working Guest Guide
- Made a photocopy of your airline ticket, passport, insurance and vaccination documents in case they get lost (keep in a separate, different location)

CCF may ask Intern/Working Guests to bring certain items. If you would like to take something to CCF, please contact the Intern/Working Guest Coordinator for more information.

CCF RULES TO REMEMBER AND LIVE BY

1. Water is scarce, and everyone is entitled to a shower. Please take only quick showers, and notify a staff member if you see any water leaks.
2. Like water, other resources should be used sparingly. Please utilize all food at meals and don't take more than you're going to eat. At the office, use both sides of paper when printing and be sure to recycle.
3. All cheetahs at CCF are wild and all cheetah pens are off-limits to anyone who is not accompanied by a staff member or an authorized person.
4. All gates into animal pens need to be checked and **double-checked**. Mistakes can be dangerous to humans or to the animals we are caring for.
5. We all clean after ourselves, in our dormitories, common room, office, kitchen or anywhere else. Please keep CCF clean.
6. Tasks assigned to Intern/Working Guests are important, regardless of whether they have to do with cheetahs, goats, files or databases. If you are unable to perform your task for any reason, kindly ensure that a staff member is made aware of this.
7. Vehicles can only be driven by those on CCF's insurance policy and are for official business use only. Any other uses need to be approved by a senior staff member (Bruce, Johan or Laurie).
8. Roads look safer than they are. Sand and wildlife can cause accidents. If you drive, please keep a safe speed, which means slower than you think is safe. If you do run over a wild animal, note the location and notify a CCF staff member. Do not attempt to retrieve it.

9. If you see suspicious vehicles on the road or in the air (such as helicopters) particularly at night, write down the license plate numbers and vehicle description, and contact a CCF staff member as soon as possible. Do not attempt to contact the passengers in the suspicious vehicle.
10. Drinking and driving a CCF vehicle or any other vehicles are strictly prohibited.
11. CCF staff members are prohibited from becoming romantically involved with students and Intern/Working Guests.
12. You are part of CCF's multi-cultural make up. Enjoy the opportunity of learning from others, and give others the opportunity to learn from you.
13. Enjoy your surroundings and the wildlife that shares this space with us.

Intern Experience

CCF offers learning opportunities in many different areas that are integrated towards the overall mission of cheetah and their eco-systems conservation. All interns will be involved in general CCF activities and will do everything at least once so that they can learn more about it, like husbandry, scat detection, waterhole counts or even spending a day in the creamery. Interns may be assigned to work on ongoing projects relative to their background experience and education and/or may do a project of their own depending on school requirements, previous experience, length of stay, and CCF needs at the time of the internship. Each intern will be required to develop an investigative question related to the work they are doing to explore while they are at CCF. At the end of their stay, each intern will give a presentation with a summary of their time at CCF that includes programs they were involved with, the investigative question that was addressed, results of their inquiry and how their experience related to CCF's conservation mission. In addition, each intern will write a blog about their experience at CCF that will be used for posting on CCF's social media site and the CCF website. CCF encourages interns to take photos as they go through their experience that can be shared with CCF at the end of their stay.



Intern Requirements

Intern Project

Interns at Cheetah Conservation Fund will be required to complete different tasks in addition to being involved in the daily routines that keep the center operating effectively. The requirements for two of these tasks are outlined below.

Inquiry/Investigative Question

Interns will develop a question that is explored and answered while at CCF. The question can be selected from a short list of questions supplied by CCF or the intern can develop it. The question should be something that interests the intern and is pertinent to CCF. Questions should be resolved through research, interviews, and reading of information, and/ or hands on investigations. Questions should be related to the projects that the interns are working on during their time at CCF.

Inquiry questions should be developed during the intern's second week at CCF. The Intern Supervisor must approve the inquiry question before the investigation begins. During the internship, interns will fill out a Weekly Progress Report that includes progress on projects and on the work towards answering their investigative question. The Weekly Progress Report should be e-mailed to the Intern Supervisor by the end of the workday on Friday. A short intern meeting will be held on Wednesday afternoon to discuss the progress and give interns a chance to bring up any issues (need more time for their projects, roadblocks, etc.) and for them to share their experiences with each other.

Presentation – My Time at Cheetah Conservation Fund

Every intern is required to develop a presentation summarizing his or her time at CCF. The presentation will be shared with staff and other interns before departure from CCF (My Time at CCF). The requirement of a presentation ensures that interns are prepared to share their experience when they return home, and that the information presented is correct (especially if interns are giving a presentation about CCF at their university back home). The presentation should include

- An overview of CCF
- Programs/tasks the intern was involved with at the center
- Favorite experience or focus
- Inquiry question addressed
- Methods to answer the question
- Results of research or inquiry question
- Fun moments

The presentation should be in Power Point format and the PPT file should be turned in to the intern supervisor before the intern leaves CCF.

Intern Blog

Each intern should write a blog about his or her time at CCF including information about:

- University where they are currently studying and year of study (undergraduate, graduate)
- Major or courses
- Country of origin
- Main project and other tasks at CCF
- Experiences at CCF
- Information about traveling in Namibia during your stay at CCF (e.g. to Etosha or Erindi)
- Highlights of internship
- Pictures

These blogs will be used for CCF's social media sites and website and will give other interns a better overview and understanding of what to expect.

CCF Departments

In addition to working on specific projects, interns will rotate through the daily requisite tasks in each department in order to gain experience in each area. An important part of your internship is to understand the big picture and how each of these departments contributes to cheetah conservation. The learning objectives for each department, for both general and vet interns, identify the knowledge and skills the interns should acquire by the end of their internship period at CCF. The main difference between general interns and vet interns is that vet interns spend much more time with the clinic team and do more clinic-based projects related to health care. In addition, the data entry for the clinic tends to be done by vet interns whereas the general interns do more ecology and animal based projects such as the annual waterhole report, and organizing camera trap photos for analysis.

Cheetah Husbandry

CCF's captive cheetahs come from many unfortunate situations involving humans, and often they cannot be released back into the wild. It is our responsibility to ensure that these cheetahs have the best lives that they can in captivity and at the same time, contribute to CCF's mission to help educate the public and raise awareness regarding the plight of the cheetah. The captive cheetahs at CCF are part of ongoing research to better understand cheetah biology, physiology and behavior. The Husbandry department also maintains the International Cheetah Studbook, which contributes to *ex situ* cheetah conservation efforts worldwide.

Main tasks of the Cheetah Department

- Ensuring the welfare of CCF's captive cheetahs
 - Feeding
 - Exercising
 - Healthcare maintenance
 - Enclosure maintenance
- Records-keeping to track origin, age, health, behavior, and care International Cheetah Studbook: Dynamically documents the pedigree and entire demographic history of each individual cheetah throughout the world's zoological institutions. These collective histories are invaluable tools for tracking and managing the world's *ex situ* cheetah population. The International Studbook is published annually and available to all institutions maintaining cheetah in their collections.

Livestock Guarding Dogs (LGD)

One of the greatest threats to the cheetah in the wild is human-wildlife conflict. Over 90 percent of cheetahs live outside protected management areas, meaning that they live alongside human communities. The dog program plays a large role in how CCF is helping to save the wild cheetah. It provides mitigation for human-wildlife conflict. CCF's renowned Livestock Guarding Dog Program has been highly effective at reducing predation rates and thereby reducing the inclination by farmers to trap or shoot cheetahs. CCF breeds Anatolian shepherd and Kangal dogs, breeds that for millennia have guarded small livestock against wolves and bears in Turkey. The dogs are placed with Namibian farmers as puppies. They grow up and bond with the herd and use their imposing presence and loud bark to scare away potential predators, which in turn allows the predators to live freely on the farmer's land. The dogs are working dogs and require special handling always at the direction of the Dog programme Manager.



Main tasks of the LGD Department

- Breeding and care
 - Feeding dogs/puppies
 - Caring for dogs/puppies
 - Cleaning pens
 - Cleaning water troughs
 - Walking dogs
 - Records-keeping to track parentage, age, health, behavior, and care
 - Going out to areas where we have placed dogs and checking on their health and success as a LGD
- Maintenance of a Livestock Guarding Dog Studbook to facilitate breeding management

Model Farm and Creamery

CCF includes model farms that have been developed to research and display predator-friendly and commercially viable livestock and wildlife programs. CCF operates a Model Farm that raises sheep, cattle, and goats and uses this farm as a tool to research and deploy predator-friendly farming methods, including herd management and veld management, proper animal husbandry, the use of swing gates, and other techniques. The Model Farm has become an education and training tool for farmers all over Namibia and through the cheetah's range, allowing CCF to lead by example.



CCF operates from the principle that the key to securing a future for the cheetah is to secure the livelihoods of the human communities that live alongside the cheetah. Consequently, CCF is engaging in efforts to promote increased prosperity for the humans living in cheetah country through livelihood development. The Dancing Goat Creamery produces and sells dairy products made from CCF's goat milk, thereby demonstrating to small livestock farmers a viable source of supplemental income that can make their farms more prosperous. Most wild cheetahs live on farmland where livestock is the main farming activity. Keeping livestock at CCF is a practical example to show that farmers and predators can co-exist.

Main tasks of the Kraal:

- Milking and record keeping on milk production
- Data entry
- Cleaning pens
- Herding
- Vaccinations, deworming, ear tagging, and other husbandry tasks
- Records-keeping to document reproduction, parentage, health, behavior

Horses

There are seven horses at CCF that are looked after and ridden by staff and trained Intern/Working Guests. A horse binder containing horse rules and horse protocols needs to be read and understood before working with the horses. The horse binder can be found in the stable and will be handed to you on your first day of working with the horses. The main care of the horses includes feeding, brushing and checking them for injuries in the mornings and afternoons. The horse care is especially important and useful for vet students, as they will learn how to be around horses and how to treat injuries.

Interns that are experienced riders will be able to come riding in the mornings before work. This gives them additional time to discuss their projects with Dr. Marker. While riding, fences should be checked and wildlife sightings recorded.

Veterinary Clinic

Many of the animals living at CCF's field headquarters in Namibia play a direct role in CCF's mission to save the cheetah in the wild. The cattle, goats, and sheep generate income for CCF and serve as an example of a model farm for local Namibian farmers. The livestock guarding dogs serve to decrease human-wildlife conflict and protect predators when placed with local goat or sheep herds. The captive cheetahs generate tourism and help spread CCF's message of conservation. Encountered wildlife can provide CCF with an idea of surrounding predator population density, as well as disease prevalence when examined post-mortem, both of which have an influence on wild cheetahs. In providing veterinary care for all of these animals, the CCF Veterinary Clinic ensures that they continue to serve their purpose in promoting CCF's mission.

Main tasks of the Clinic:

- Provide medical care (ante & post-mortem) to all animals living at CCF's field headquarters in Namibia including farm animals (cattle, goats, horses, sheep), livestock guarding dogs, captive cheetahs, and any injured wildlife
- Maintain health records for all animals
- Conduct wildlife health research
- Within the surrounding rural area (known as the Eastern Communal area or "Hereroland"- which is not the correct way to talk about area), the Veterinary team is a part of our Future Farmers of Africa program providing training to farmers and conducting research within four different wildlife conservancies. This outreach includes herd management education and limited point-of-case medical treatment of any sick homestead animals.
- The Veterinary Clinic team leads wildlife chemical immobilizations for VHF/satellite collaring, biological sample collection, and translocations

Ecology

The Ecology Department is involved in research involving the direct conservation of free-roaming cheetah and in the conservation of biodiversity (including habitats and ecosystems that support cheetah and other species). We work closely with key stakeholders/landowners in order to facilitate the conservation of large carnivores outside of protected areas. To deal with cases of human-wildlife conflict across Namibia, CCF presents integrated wildlife and livestock management training workshops and capacity building for a variety of groups including communal farmers. CCF conducts many censuses using a variety of techniques including camera trapping, radio and satellite collars, and questionnaires. CCF studies bush encroachment and monitors regrowth patterns within CCF study areas, where bush harvesting has been conducted. The team identifies target areas for ecological management, and investigates how bush encroachment affects biodiversity. CCF also conducts prey base studies that monitor habitat use by game species through waterhole counts and strip counts. CCF collates historical data regarding predation, develops methodologies for the reintroduction of cheetah, and encourages standardized prey studies in other cheetah range countries.

Main tasks of the Ecology Department:

To develop research questions and conduct scientific research into various aspects of ecology and conservation biology. Core projects have direct influence on conservation at multiple scales, while specific projects may relate to reserve scale only. Examples of specific and core projects are:

- Game counts – Monthly census of game on CCF property – SPECIFIC
- Species monitoring- SPECIFIC – including camera trapping and species ID.
- Giraffe identification – SPECIFIC - individual ID using camera traps.

- Vegetation – Bushblok program and vegetation monitoring research.
- Determining distribution of large carnivores across the Greater Waterberg landscape (GWL) - cross cutting with CCFs Human-Animal Conflict mitigation work.
- Human-Wildlife Conflict (HWC) – Collecting and mapping conflict data in order to better understand issues with farmer-carnivore conflict and implement effective mitigation measures
- CCF holds integrated wildlife and livestock management training workshops for a variety of groups including communal farmers.
- Monitoring camera trap birding study on hornbills and cavity nesters here and across the CCF farms - SPECIFIC.
- Footprint Identification Technology (FIT), a non-invasive monitoring technique using software that enables scientists to classify species, individual, age-class and sex from analysis of footprint photos - CORE.
- Carnivore Tracker – citizen science initiative to log carnivore sightings at CCF and on wider trips around Namibia For more information, see: www.cheetah.org/carnivore-tracker.

Scat Detection Dog Program

The purpose of the scat detection dog program is to collect scat (fecal) samples from wild cheetahs through the most non-invasive means necessary. Scat dogs are trained to smell out cheetah scat just as a bomb or narcotics dog would be trained. The dogs are trained to search for cheetah scat out in the field and sit next to the scat that they have found. These samples are then collected and analyzed by CCF's genetics lab where DNA is extracted and analyzed to determine the identity of the cheetah the scat came from. The scat is also used to determine what the cheetah is eating. Scat detection dogs are a powerful tool being used more and more frequently in wildlife research and conservation. This program ties into CCF's mission by conducting research to help gather information that will then shape the conservation solutions designed and enacted by CCF.

The main tasks of the Scat Detection Program:

- Ensure the training and fitness of CCF's scat detection dog.
- To conduct field searches with scat detection dog on CCF property and elsewhere in Namibia to collect cheetah and other carnivore scat samples.

Genetics Lab

The Life Technologies Conservation Genetics Laboratory is the only fully equipped genetics lab *in situ* at a conservation facility in Africa. From this facility, CCF collaborates with scientists around the globe on research that not only benefits the cheetah and its ecosystem, but other big cats and predators as well. The genetics lab works with the scat detection program to identify individual cheetahs as well as gather information about the wild cheetahs in our area. The scat, collected by the scat detection dog, is brought into the lab; DNA is extracted and then analyzed using a gene sequencer. The laboratory also researches questions involving cheetah gene flow and geographical patterns of genetic variation, as well as adaptive questions related to the cheetah's behavioral ecology in specific habitats. The lab plays a key role in training the next generation of Africa's wildlife geneticists.

There is a separate internship application process for the Genetics Lab and only those applicants that have worked and studied genetics or a similar topic are accepted.

Main tasks of the Genetics Lab

- Extracting DNA from tissue, scat, blood, and hair
- Running PCR and performing genotyping and sequencing
- Looking at the genetics level for relatedness of individuals, conducting population studies, and identifying individuals by looking at their genetic ID

Education

CCF believes that public education and the development of national pride and international concern for the cheetah are critical to its survival, and therefore educates farmers, teachers, and the public about the role of the cheetah and other predators in healthy ecosystems.

It is an ingrained negative stigma against predators that we are trying to change here in Namibia and around the world. Hence, behavior changes. In Namibia children no longer live on the farm full-time as they are now going to schools in town, sometimes many hours from where their home and farm are situated. Children and adults may not have predator problems on their land but have the misconception, through past history or cultural stigmas, that predators are a danger to people and livestock and therefore must be eliminated. In Namibia, 80% of people consider themselves farmers whether they just have a single cow and some goats (commonly called a subsistence farmer), there are communal farmers (living on communal lands), resettled farmer (farmers who have come out of the communal lands and farm on smaller farms), or they are large-scale freehold farmers. The communal farmers usually have few livestock and tend to have them for cultural or community standing, and these farmers have limited training in the concepts of livestock and rangeland management. CCF's Future Farmers of Africa targets rural farmers while CCF's conservation education programs target children from all types of farming households and backgrounds, whether they are from a part-time or full-time farming family. It is also proven that many times the best way to reach adults is to educate their children and that new knowledge will pass up through the family. All types of farmers and their children can have negative stigmas about predators and both matter to the conservation and survival of the free-roaming cheetah

CCF Education facilities

- Cheetah Museum and CCF Programme exhibition
- Classroom
- Conference Room
- Lightfoot and Wilderness Camps for school groups
- Nature trails
- Student housing for educational courses
- Garden of indigenous flora
- Children's 'predator preyground'
- Exhibition farm that includes livestock guarding dog programme, other predator-friendly schemes, and innovative land use initiatives (e.g. predator friendly beef and bush harvesting)
- Education programme staff and farm worker accommodation

Main tasks of the Education Department:

- In-House (at CCF) Programming:
 - Local & International Day Visits & Weekend or longer programs
 - Eco-Guide & Farmer training workshops
- Outreach Programming:
 - Visiting primary, secondary & tertiary institutions throughout Namibia
 - Community education programs & workshops
 - Agriculture trade shows
 - Future Farmer of Africa training programs
- International:
 - Cheetah.org website content
- Internship and Working Guest programming, hosting and mentoring
- Collaborates with Government and NGO partners in community based natural resource management and conservation.

Tourism (Gift Shop/Café/Creamery/Tours)

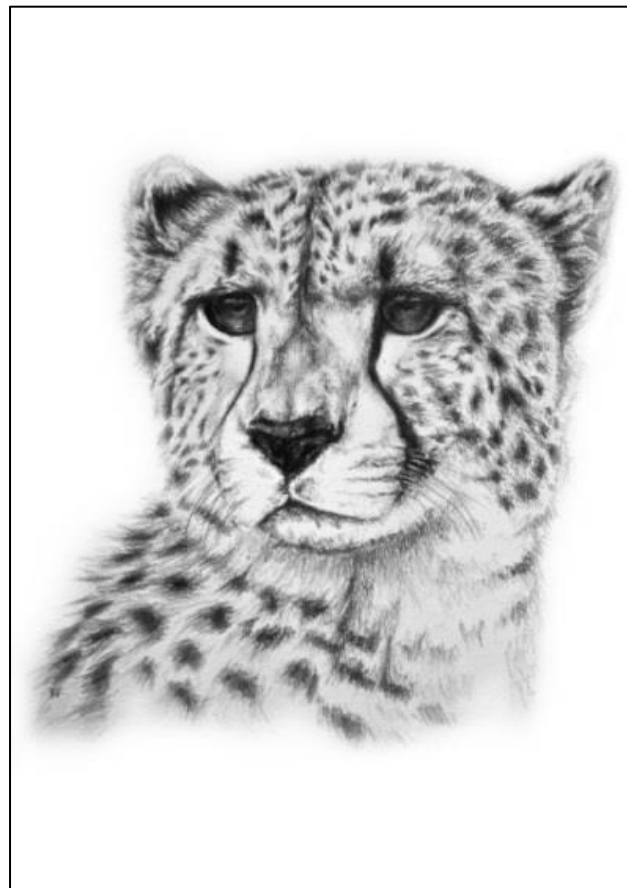
The tourism department plays a front and center role at CCF. It integrates all the other departments by providing guidance and information to guests touring our facility. Tourism brings in additional revenue to CCF but its main goal is building up relationships with guests and spreading the conservation message.

Main tasks of the Tourism Department:

- Tourism activities to engage guests and teach them about our conservation work
- Ensuring that all guests have a pleasant experience at CCF
- Café – providing high quality food and drinks to CCF guests - used as a training ground for Namibian food science interns.
- Cheese making

- Sales to provide extra income to support CCF's livestock guarding dog program and for CCF to demonstrate to small livestock farmers a viable source of supplemental income that can make their farms more prosperous

Note: Interns are expected to engage visitors even when not assigned on Tourism duty. This means that if you see tourist as you perform your tasks, you should take the time to speak with them, tell them what you are doing, and answer any questions.



We are looking forward to welcoming you at CCF soon!