



## MEMORANDUM

To: All Volunteers (“V”), Trainees (“T”) & Invitees (“I”)

From: Mike Koffman, Country Director

Re: Volunteer Property & Cash

Date: December 22, 2009

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### **Safeguarding Property and Cash**

V/Ts should bring only the amount of personal property and cash that is necessary for them to maintain a modest standard of living. To avoid the risk of theft, V/Ts should not bring excess cash or expensive or valuable items. V/Ts are personally responsible for safeguarding their personal cash, living and other allowances, personal property, and Peace Corps property in their possession. Computer and purse snatchings are on the rise in urban areas. Please do not bring anything that you cannot live without.

The Peace Corps does not generally insure a V/T’s property or cash and does not generally replace or reimburse a V/T or I for losses. V/Ts are encouraged to purchase insurance to cover their property items of value and, if feasible, they should keep their personal funds in the form of traveler's checks or in a bank account.

### **Custody of V/T Property**

Peace Corps employees and contractors are not permitted to take custody of V/T property without the Country Director's (“CD”) written approval. Absent the CD's approval, such employees and contractors may be personally liable for the loss of any V/T property for which they assumed custody.

The CD may authorize Peace Corps employees and contractors to take custody of a V/T's property only under the following circumstances:

- (a) An unforeseeable emergency (e.g., medevac or emergency leave) provides the V/T with no opportunity to make arrangements for safeguarding property; or
- (b) Exceptional, individual cases in which the CD believes that Peace Corps custody is essential to safeguarding the property.

When planning what to bring with you to Ghana, please do not expect to be able to store items in a Peace Corps facility or safe during your service. You are responsible for safeguarding your own property and cash while in Ghana.