



VOLUNTEER APPLICATION FORM

1. Volunteer position

- To volunteer you need to be at least 18 years old, fluent in English, enthusiastic, open minded and get on well with children.
- You will need to ensure valid passport (at least 6 months from the time of departure) and visa are in place before departure.
- Applications have to be sent at least three months before departure to allow us to check your references conduct Criminal Record Bureau's check and organise your stay in Kathmandu.
- When we receive your application, you will be invited to attend an interview with the Trustees of CAN in London. Should your application be accepted, you will receive a Volunteer Guide and have another meeting during which we will provide you detailed information about the children's needs and your role at LBU.
- You will need to read and sign our Child Protection Policy Document prior to your departure.

2. Costs

- Volunteers are responsible for meeting their own cost of airfares, visas, medical insurance, accommodation (arranged by LBU, see below) and transportation in Nepal. We will endeavour to provide advice should you wish to go trekking, sightseeing or rafting in your own time and at your own expense.
- LBU provides the meals and the material to teach the children and each week, volunteers will have one hour of free access to LBU computer to send/receive e-mails to family and friends.
- Volunteers are advised to have a medical and dental check up prior to departure. A GP should be consulted for the necessary immunisations.
- We strongly advise you to take out a suitable and fully comprehensive insurance policy to cover all the risks during your stay in Nepal.
- £100 administrative fee payable to Child Action Nepal if application process is successful.

3. Responsibilities of volunteer

- Volunteers will report to Mr Rolak Thapa, LBU's house manager.
- Volunteers will be expected to work every day at LBU, but they will be able to have some free time when the children are at school. Should they wish to take a few days off to travel or visit places, they just need to inform Rolak in advance.
- Friday, Saturday and during vacation are days where we need you most so we would appreciate if you organise your travelling outside these periods.
- Once your application accepted you will receive a Volunteer Guide with the detail of daily duties at LBU



VOLUNTEER APPLICATION FORM

4. LBU code of conduct

- Dress in an appropriate manner. Dress and grooming (including hairstyles) should be modest, neat and clean. Clothing should be modest in fabric, fit and style. Women are advised not to wear short skirts or dresses or any revealing clothes. It is important to demonstrate respect for the Nepalese people and be a proper role model for the children;
- Respect the belief and culture of the Nepalese. LBU is not a religious organisation, however, the Hindu religion and Buddhism play an important part in the culture of Nepal. In addition we believe we should respect the cultural background of our children in order for them to integrate more easily into their society. Volunteers are not allowed to proselytize or advance any particular religious doctrine or agenda when at LBU;
- Use clean and appropriate language;
- Possessing, serving or consuming alcohol, tobacco or illegal drugs is forbidden at LBU;
- Do not invite any visitors to the house without the prior permission of the House Manager;
- Never be alone with a child behind a closed door;
- Never physically or verbally discipline the children;
- No sexually explicit or inappropriate behaviour or discussion in LBU;
- Be honest.

5. Limitation of liability

LBU shall not be liable in any way in connection with transportation, loss, injury or damage to person or property outside the LBU compound. It is the responsibility of the volunteer to take fully comprehensive insurance policy to cover all the risks during their stay in Nepal.

6. Variation and termination

- Failure to adhere to our code of conduct will mean we will not be able to keep you as a volunteer at LBU and you may be required to leave immediately.
- LBU reserves the right to cancel or postpone a trip in case of any political unrest, natural disasters, Act of God or any other circumstances beyond its control.

Please tick the boxes below, to help ensure you enclose all necessary documents:

- Completed application form
- Two reference letters
- CV

Declaration – I have read both the terms and conditions for volunteers and understand and accept the conditions. The information given in this form is true and correct.

Signature of Applicant

Date

Please post your documents to: **Child Action Nepal, PO Box 39679, London W2 6YP.**



VOLUNTEER APPLICATION FORM

Proposed period to be spent at LBU (minimum one month)

--

Personal Details

Surname		First Name	
Date of Birth		Gender	
		Marital Status	

Nationality		Passport Number	
Country of Citizenship		Passport Expiry Date	
Full Postal Address			
Email Address			
Work Telephone		Home/Mobile Number	

Emergency Contact Details

Contact Name and Relationship		Contact Number(s)	
Contact Address			

Please answer the following sections in the space provided

Experience of working with children/charity work

--

Why do you wish to volunteer for LBU?

--

Interests/hobbies/skills

--



VOLUNTEER APPLICATION FORM

Language(s) spoken and level of fluency

Where did you hear about CAN? (website, friend, colleague, newspaper, tv etc)

If you are successful in your application, would you like LBU to arrange your lodging?	Yes/No
If yes, would you like to be:	
In a hotel:	Yes/No
- < 5USD/day	-
- 5-10 USD/day	-
- > 5 USD/day	-
In a host family (c. £50 per month, B&B)	Yes/No