

Protocol for volunteers Society for Helpless Children, Dharan Nepal

- All volunteers must subscribe/ agree with the code of conduct that is operated in the projects
- All volunteers work under the responsibility of SHC President and officemanager
- All volunteers accept the guidance of local staff
- The activities of the volunteers are approved by local staff
- The activities of the volunteers are not interfering with the regular (teaching) program in the childrens homes/ school unless approved by the locall staff and office manager. They are aware that the officemanager has only limited time available to guide them and respect this.
- Volunteers report directly to the office manager and locall staff if they see a child is not well
- Volunteers are giving equally attention to all children in the particular project they are working
- Volunteers can give suggestions and recommandations to the officemanager if they see conditions can be improved
- Volunteers will write a report at the end of their working period with to the SHC and Stichting That describes their experiences and possible suggestions/ recommandations

EXPENSES/ ACCOMMODATION/

- Volunteers are paying their own expenses, accommodation
- Volunteers can get a contribution from SHC for public transport (bus, shared tempu) to travel to and from the project . this had to be approved by the officemanager
- SHC, officemanager can assist with finding accommodation
If the volunteer wants to give a donation in the form of goods and or services to the children this is to be approved by the officemanager In that case the officemanager will take care that the donation is used most effectively
- The officemanager will assist the volunteer if necessary to get the medical treatment that is needed in case of illness. SHC is not taking responsibility for the expenses for treatment.
- The officemanager can assist in booking the bus/ airticket for the volunteer
- SHC does not take responsibility for any loss of property by the volunteer
- Volunteers are aware of cultural differences and will behave respectfully
- Volunteers are recommanded not to travel after dark / and or to travel alone.
- In case they cannot they cannot be available for some reason, the officemanager/ local staff is informed. Absence is to be motivated by the volunteer.

Signature

Signature

Volunteer name:

Officemanager
on behalf of SHC pres.

Date

Date