**Volunteer Application Form**

**Thank you for your interest in volunteering with the Foundation of Goodness and helping the less privileged in the rural areas of Sri Lanka.**

**Please fill in all areas of the form below.**

**THE PREFERRED PLACEMENT PERIOD IS 14 - 30 DAYS. However, in the event we are able to accommodate you beyond 30 days we shall be pleased to oblige subject to extraordinary performance, discipline and value addition from our perspective.**

|  |  |  |
| --- | --- | --- |
|  | **Name:** |  |
|  | **Date of birth:** |  | **Nationality:** |
|  | **Country of residence:****Address:****Contact number:****Email address:** |  | **Male:** **[ ]** **Female:** **[ ]**  |
|  | **Languages spoken:** | **Mother tongue:** **Other languages:** **Fluency: Basic** **[ ]  Intermediate** **[ ]  Advanced** **[ ]**  |
|  | **Status:** | **School Student:** **[ ]  Gap year:** **[ ]  University:** **[ ]** **Name of School/University:** **Employed:** **[ ]** **Name of Employer:** **Other *(specify)*:** **[ ]** **NOTE: \* Kindly note that there is a fee applicable for Gap Year Students.**[**http://www.unconditionalcompassion.org/howtohelp\_volunteer\_howtoapply.php**](http://www.unconditionalcompassion.org/howtohelp_volunteer_howtoapply.php) |
|  | **T/shirt size:** | **Small** **[ ]  Medium** **[ ]  Large [ ]  XL** **[ ]  XXL** **[ ]**  |
|  | **Emergency Contact:** | * **Name :**
* **Relationship :**
* **Telephone # :**
* **Email address :**
 |
| **­­­­­** | **Health Conditions:****Volunteer Requirements:** | * **Do you have an International Health/Accidental Insurance cover? *Please provide copy:* Yes** **[ ]  No** **[ ]**
* **Do you have any conditions needing medical/psychological attention?**
* **If yes - how long have you had this condition?**

**Treated** **[ ]  Untreated** **[ ]** ***Please provide a copy of the Doctor’s Diagnosis/ prescription.**** **Known allergies:**
* **Blood group:**
* **Any physical disabilities:**
* **NOTE: The above details are essential in case of an emergency**
 |
| 1. **It is recommended to visit the FOG Colombo office prior to proceeding to your area of placement in order to meet the Head of Volunteer as well as the Founder/Chief Trustee if available, for a brief meeting if you arrive within office working hours.**

***The Foundation of Goodness Colombo office operates from Monday to Friday from 9 am -5:30 pm*** |
| 1. **We require a brief project plan on how you aim to make a difference in adding value in any ONE of your most preferred areas.**

***The format will be provided upon receipt of your Volunteer Application Form*** |
| 1. **Fill in the ‘Volunteer Daily Activity Record Sheet’ on a daily basis and obtain the sector supervisors’ signature and hand it over once completed to Ushani Ludmila, the volunteer coordinator in Seenigama.**
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| 1. **The Weekly E-Report will be emailed to you at the start of your assignment. This is to be updated and submitted WEEKLY.**
 |
| 1. **The volunteer Coordinator in Seenigama will meet up weekly for a briefing of the work carried out by you and discuss the action plan for the next week.**
 |
| 1. **Please purchase a local sim card which will cost Rs.400/- (US$ 3) for easy communication**
 |
| 1. **Internet facility is available at the all centres. It is advisable to check email on a daily basis.**
2. **Please complete the ‘Volunteer Evaluation e-Form’ which will be emailed to you at the end of your volunteering assignment.**
3. **Kindly update our Volunteer-Action web-site** [**https://sites.google.com/site/fogvolunteers/home**](https://sites.google.com/site/fogvolunteers/home) **which is exclusively dedicated to volunteers for the purpose of recording the work carried out during their assignments.**
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|  |  | 1. **Please note that if you do not comply with the conditions of the Foundation of Goodness it is at our discretion to discontinue the volunteer placement.**
 |
|  | **Areas you can add value with previous experience & knowledge:** | Health Care:* **Medical Clinic:** **[ ]**
* **Dental Clinic:** **[ ]**
* **Maternity Clinic:** **[ ]**
* **Mental Health:**  [ ]

***-*** *The Rebuilding Lives Project provides psycho-social support in the community -* | Women’s Empowerment Centre:*- This project offers women’s training in skills development for self-employment -** **Beauty Culture:** **[ ]**
* **Hair Dressing:** **[ ]**
* **Cookery:** **[ ]**
* **Bakery:** **[ ]**
* **Dress Mak­ing:** **[ ]**
 |
|  | **Areas you can add value with previous experience & knowledge:** | Education and Training:* **Conversational English:** **[ ]**
* **Computer Training:** **[ ]**

***- i****ncluding Web & Graphic Design* * **Business Skills Development:** **[ ]**

*- includes Marketing, Accounting and Human Resource Management* * **Electrical & Home Wiring:** **[ ]**
* **Photography:** **[ ]**
* **Pre-school:** **[ ]**
* **Children’s Activities:** **[ ]**

*Drama & Art Therapy and other activities. The Children’s Goodness Clubs have been set up to promote wholesome values and to develop exemplary leadership.* | Sports:* **Cricket:** **[ ]**
* **Ground Curator:** **[ ]**
* **Swimming:** **[ ]**
* **Volley Ball:** **[ ]**
* **Karate:** **[ ]**
* **Badminton:** **[ ]**
* **Netball:** **[ ]**
* **Chess:** **[ ]**
* **Physical Fitness Training:** **[ ]**
* **Sports Psychology:** **[ ]**
* **Life Skills Development:** **[ ]**
* **Other:** **[ ]**
 |
|  | **Areas you can add value with previous experience & knowledge:** | Village Heartbeat Empowerment Centre’s * **Mathematics:** **[ ]**
* **Conversational English:** **[ ]**
* **Computer Training:** **[ ]**
* **Women’s Enterprise:** **[ ]**
* **Life Skills Development:** **[ ]**
 |
|  | **Areas you can add value with previous experience & knowledge:** | Diving and Training Centre:* **Diving Training: [ ]**
* **Business Development: [ ]**

Other: * **Environmental Management and Sustainable Development:** **[ ]**
* **Livelihoods:** **[ ]**

***-*** *helping the villagers to find responsible, sustainable and rewarding means of employment* * **Project Management:** **[ ]**
* **Leadership Training:** **[ ]**
* **Fundraising:** **[ ]**
 |
|  | **If you are able to help in any other way:** | **As well as the areas above we have a range of other community services including workshops, education seminars and elderly needs. We also recognize that volunteers bring with them a wealth of experience and we welcome new ideas about improving our rural community. If you are able to help in any other way please outline here:**      |
|  | **Please highlight your relevant skills and experience and indicate specifically how you would be interested in helping with the above project(s):** |       |
|  | **Previous volunteer experience:** | 1. **Place:**

**Date of commitment: From:** **To:** **Assignment/District:**  1. **Place:**

**Date of commitment: From:       To:****Assignment/District:**1. **Place:**

**Date of commitment: From:**       **To:**      **Assignment/District:**       |
|  | **Please indicate the proposed start date and length of stay:** | * **Start date:**  ***(Please mention specific dates)***
* **Intended length of placement:**

**The Foundation of Goodness,Seenigama (MCC Centre of Excellence, Sports Academy, Village Heartbeat Centres, Dive Training Centre) work week Tuesday to Saturday.****\* Kindly read through our holidays and adjust your period of volunteering accordingly.**<http://www.unconditionalcompassion.org/images/FOG_holidays-2017.pdf>  |
|  | **Why are you interested in volunteering at the FOG?** |       |
|  | **How did you hear about FOG?** |       |
|  | **Reference:** | **Please list two people who can attest to your character, work, etc. Include your current/ former employer -**1. ***Skills and Dependability (non-relative) -***
* **Name :**
* **Designation :**
* **Address :**
* **Telephone # :**
* **Email :**
1. ***Professional – current Employer or school/ university Authority* We require a letter of recommendation from your immediate Supervisor/Principal -**
* **Name :**
* **Designation :**
* **Address :**
* **Telephone # :**
* **Email :**
 |
|  | **Preferred accommodation**  | * **Lahiru Villa:** **[ ]**
* **Sports Accommodation:** **[ ]**
* **VHP 1 – Udumulla:** **[ ]**
* **VHP 2 – Rathgama:** **[ ]**

[**http://www.unconditionalcompassion.org/howtohelp\_volunteer\_accommodation.php**](http://www.unconditionalcompassion.org/howtohelp_volunteer_accommodation.php)**In case of cancellation a 15% fee will be applicable. All prices are subject to change and availability will be on a first come first served basis.** |
|  | **Rules of Conduct for Volunteers:** | * **Please read the Foundation’s rules and regulations for volunteers in the link below.**

[**http://www.unconditionalcompassion.org/howtohelp\_volunteer\_rules.php**](http://www.unconditionalcompassion.org/howtohelp_volunteer_rules.php)* **I have read and understood the contents and agree to adhere to comply and respect the rules and regulations stated therein?**
* **Yes [ ]  No [ ]**
 |

**Please email your completed form along with a copy of your CV to: *Rashmini de Silva*** **rashmini@foguc.org** **& *Amaarah Kellapatha*** **amaarah@foguc.org**

**Thank you for completing this application form**