**Individual 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 2 - 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.**

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| --- | --- | --- | --- |
|  | **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:**  **University:**  **Retired:  Employed:**  **Name of School/University:**  **Name of Current/Previous Employer:**  **Other *(specify)*:**  **http://unconditionalcompassion.org/volunteer/** | |
|  | **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.** | |
|  |  | 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 for easy communication** | |
|  |  | 1. **Internet facility is available at the all centres. It is advisable to check email on a daily basis.** | |
|  |  | 1. **Please complete the ‘Volunteer Evaluation e-Form’ which will be emailed to you at the end of your volunteering assignment.** | |
|  |  | **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 Installation:** * **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:** * **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 Centres (Centre of Excellence and 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://loopsmarketing.org/web/fog/wp-content/uploads/2019/01/FOG\_holidays-2019.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://unconditionalcompassion.org/volunteer-accommodation/  **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://unconditionalcompassion.org/volunteer-rules/**](http://unconditionalcompassion.org/volunteer-rules/)   * **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**](mailto:rashmini@foguc.org) **& *Amaarah Kellapatha*** [**amaarah@foguc.org**](mailto:amaarah@foguc.org)

**Thank you for completing this application form**