



Volunteer Application Booklet

George Wythe College
Leadership Education Uganda

Volunteer Application Process

1. Submit completed application

(Each part must be completed and submitted to Meghan Schulthies before you will be considered for a volunteer position. You will be notified of your status after we receive your application.)

- Application (Part A)
- Letter of Intent (Part B)
- Short Answers (Part C)
- Character Reference (Part D)
- Academic Reference (Part E)
 - (Recommendations hint: Ask for/provide a “deadline”. Follow up on that day. Provide a stamped envelope w/ GWC’s address on it (Attn: Meghan Schulthies) or give the fax number so it is easy to complete). Ideally recommendations should be requested a few weeks in advance.
- Signed General Information, Terms and Conditions (Part F)
- Interview (short and informal- about 15 minutes)
 - May be done by phone for those who live outside of Cedar City
- Non-refundable \$25 application fee

2. Weekly applications are collected for review*

*The following are some of the criteria the Acceptance Committee looks for when reviewing application files:

- Desire to serve others
- Desire to learn and better one’s self
- Demonstrated ability to work well with others, both peers and leaders
- Enthusiastic attitude and good conduct
- Ability to stick to challenging projects over a period of time, despite obstacles and personal sacrifice
- Flexibility in dealing with unexpected circumstances
- Teaching

3. Be interviewed via phone by LEU staff. You will receive notification via phone or email within one week of interview.

What to Expect After Being Accepted: The Training and Preparation Process

- ❖ Receive volunteer handbook at GWC or by mail within 10 days of acceptance
- ❖ Submit \$300 deposit and signed volunteer contract within 3 weeks of acceptance
- ❖ Attend a fundraising seminar at GWC, or receive your personal seminar via phone if you don’t live locally
- ❖ Attend all 6 seminars (3 training, 3 teaching). (See schedule in volunteer handbook for dates and times)

- ❖ Submit payments, according to schedule, and pay in full one month prior to departure
- ❖ Meet with country directors. If not in person, over the phone or by email. (If applicable)
- ❖ Participate in team meetings
- ❖ Help gather materials for Resource Center
- ❖ Receive further training from Country Directors upon arrival in the country and participate in in-service/ on the job training during the experience (If applicable)
- ❖ **BE PROACTIVE! TAKE CONTROL OF YOUR EXPERIENCE! If you have ?'s ASK!**

Application Form (Part A)

Program Information

Country you are applying for: Uganda

Please Circle Your Departure and Returning Dates:

(These dates may vary within a few days of those listed)

Departure: January 10 May 10 September 10

Return: May 5 August 26 January 5

Anticipated departure city: _____

Anticipated return city: _____

Personal Information

*These items are required.

*First Name: _____
(name as it appears on your passport)

*Last Name: _____

Preferred Name: _____

*Home Phone (____) _____

*Mailing Address: _____

Cell Phone (____) _____
*Birth Date: mm/dd/yy _____

*HELP can contact me at this address until: _____

Religious Affiliation: _____

*Permanent Address: _____

*Permanent Phone (____) _____

*Email: _____

2ND Email address: _____

All notifications and correspondence from LEU will be sent to the first email address unless you request (in writing) another form of notification.

*Gender: Female Male

Marital Status: Married Single

Citizenship: _____

*Do you have a current passport? Yes No If yes: Passport # _____

Exp. date: _____

Countries in which you have lived abroad (please specify length of stay):

***Please list medical conditions or dietary restrictions** (e.g. medications, health, mental or emotional illness, vegetarian, allergies to food or medications, etc.)

*Are you currently on probation, parole, or under restriction with any court, or have you ever been convicted of a crime (other than traffic violation)? Yes No
If yes, please attach an explanation.

Where did you hear about LEU? _____

Names of friends applying with you: _____

Names of former LEU volunteers whom you know: _____

***Parents / Guardians:**

Name _____ Name _____

Address _____ Address _____

Address _____ Address _____

Work Phone (____) _____ Work Phone (____) _____

Home Phone (____) _____ Home Phone (____) _____

Email _____ Email _____

***School / Work Information**

School currently attending _____ Circle Year: 1 2 3 4 5 Other: _____

Major _____ Minor _____

If not currently attending school, what is your vocation? _____

Short Answers (Part B)

Letters of Recommendation (Part C and D)

Character or Work-Related Reference (Part C) to be completed by:

Name _____ Phone _____

Email _____

Recommendations can be sent to:

LEU
970 Sage Drive
Cedar City, UT 84720

Email: leu@gwc.edu Phone: 435-586-6570 Fax: 435-586-3697

Help International facilitates volunteer humanitarian service through local organizations. Our programs are not tourist expeditions or vacations. You should be physically and mentally prepared to face frustrating and disquieting circumstances while traveling, working and living in a third-world country. You must be prepared to attend all trainings, be a social entrepreneur, expect the unexpected, be flexible, patient, and keep a sense of humor.

Applicant Signature: _____ **Date:** _____

\$25.00 non-refundable application fee paid by: Cash Check # _____
 Credit Card (MasterCard, Visa) (If you'd like to pay by credit card, please pay online)

Short Answers (Part B)

Answer the following questions in the space provided below, or attach an additional sheet of paper.

1. What experiences have you had being self-motivated, showing initiative, or being a leader?

2. Give a *specific* example from your life of a time when you had to make the most of a difficult situation. What was the situation? What did you do? How did it turn out?

Applicant Name: _____

Email: _____

Character Reference (Part C)

To the applicant:

A respected leader in your community who has led or supervised you (or has authority over young adults), should complete this reference. This person should also know you well enough to address your character.

This is a confidential letter of reference. References submitted by the applicant will not be accepted. Family members may not submit references. Submitting this reference constitutes agreement to waive your right to see it after completion.

To the person completing the Character Reference:

- If you do not know the applicant well, please conduct an interview before completing the recommendation.
- Please be aware that the applicant will not be considered for a position until HELP International receives this reference form. Reference forms may be faxed or mailed to George Wythe College.
- If you have any questions or concerns regarding this reference, please call and speak with a HELP International staff member.

Reference Information:

Name _____ Phone _____

Address _____ Fax _____

Organization _____ Position _____

How long have you known the applicant? _____

Email _____

1. Tell us how you know the applicant.

2. Compared to other young people with whom you have worked in a similar capacity, please rate and comment on the applicant's performance in the following areas:

Follows rules and instructions and helps others to do the same
Comments:

n					sis for judgn

Dependability and Integrity
Comments:

n					sis for judgn

Maturity (Uses good judgment, Responds appropriately to authority, Contributes to conflict resolution)
Comments:

n					sis for judgn

Works well with peers (gets along well with others)
Comments:

n					sis for judgn

3. Are you aware of anything in this person’s history that would lead you to hesitate recommending them to work in a foreign country, often under great stress?

4. LEU Project offers an experience that requires maturity, individual initiative, and good judgment. Considering the following factors, please comment on whether the applicant is a good fit for our program.

- Volunteers will be living together and agree to follow a code of conduct and safety rules
 - Abstain from alcohol, tobacco, and drugs
 - Abstain from dating
 - Avoid vulgar and profane language
 - Obey the law
 - Follow all rules and help other volunteers do the same
- Volunteers are supervised by Mentors and peer-age leaders
- Volunteers have a lot of free time each day and are expected to find activities that use their time in a meaningful way (i.e.: teaching preparation, language study, service projects, cultural experiences, etc.)

Comments:

5. Do you have any concerns about the emotional or physical health of the applicant?

6. Would you recommend this person without any reservations? Yes/No

7. Is there any further information about the candidate that would be helpful for us to know?

Applicant Name: _____ Email: _____

Academic Reference (Part D)

To the applicant:

A teacher or professor should complete this reference. This person should also know you well enough to address your character.

This is a confidential letter of reference. References submitted by the applicant will not be accepted. Family members may not submit references. Submitting this reference constitutes agreement to waive your right to see it after completion.

To the Mentor:

- Please be aware that the applicant will not be considered for a position until HELP International receives this reference form. Reference forms may be faxed or mailed to HELP International.
- If you have any questions or concerns regarding this reference, please call and speak with a HELP International staff member.

Reference Information:

Name _____ Phone _____

Address _____ Fax _____

School _____ Position _____

How long have you known the applicant? _____

Email _____

Classes _____ Grade received _____

1. Compared to other young people, please rate and comment on the applicant's performance in the following areas:

Turns in assignments completely and consistently. Is Diplomatic.
Comments:

n					sis for judgn

Actively participates in discussions. Thinks outside the box & on feet.
Comments:

n					sis for judgn

Works independently and creatively.
Comments:

n					sis for judgn

Meets deadlines. Teaching capabilities.
Comments:

n					sis for judgn

3. Are you aware of anything in this person’s history that would lead you to hesitate recommending them to work in a foreign country, often under great stress?

4. HELP International offers an experience that requires maturity, individual initiative, and good judgment. Considering the following factors, please comment on whether the applicant is a good fit for our program.

- Volunteers will be living together and agree to follow a code of conduct and safety rules.
 - Abstain from alcohol, tobacco, and drugs
 - Abstain from dating
 - Avoid vulgar and profane language
 - Obey the law
 - Follow all rules and help other volunteers do the same
- Volunteers are supervised by peer-age leaders.
- Volunteers have a lot of free time each day and are expected to find activities that use their time in a meaningful way (i.e.: teaching preparation, language study, service projects, cultural experiences, etc.)

Comments:

5. Do you have any concerns about the emotional or physical health of the applicant?

6. Would you recommend this person without any reservations? Yes/ No

7. Is there any further information about the candidate that would be helpful for us to know?

GENERAL INFORMATION, TERMS AND CONDITIONS (Part E)
PLEASE FULLY READ THESE TERMS AND CONDITIONS BEFORE SIGNING

Cost: All prices are quoted in U.S. Dollars. They are based on applicable tariffs, accommodation rates, and rates of exchange quoted to HELP International at the time of publication. Volunteers receive a periodic stipend to cover basic food and transportation costs. Stipends are set according to local price conditions. If conditions change and the stipend does not cover basic expenses, the volunteer stipend can be altered by submitting documentation for three weeks of spending. If the stipend is altered, volunteers will be refunded retroactively for the entire time of service in country.

Prices quoted are expected to be in effect at the time of departure; however, prices are subject to change without notice. HELP International will make every effort to avoid price increases; however, any changes in price made by the real estate agents, vendors, operators, etc., with which HELP International has made arrangements, may be passed on to the participants. If such rates change prior to departure, HELP International is not under any obligation to pay extra expenses arising from unforeseen circumstances, such as a change of itinerary or means of transportation, delayed flights, etc. Extra charges are at the volunteer's expense and will require immediate settlement.

Airfare is included in the cost of the program, and is payable to HELP International. Other costs to expect include passports, immunizations, ISIC card, side tourist travel, and entertainment during stay in-country. **Participants are not allowed to deviate from the group flight itinerary or make any flight changes after the reservations have been finalized.** Any side trips planned by the participant will be entirely at their own expense.

REGISTRATION; DEPOSIT, PAYMENT AND CANCELLATION: Early reservations are strongly recommended, and a deposit of \$300 is required, with the remaining balance due 45-60 days prior to departure (see schedule below). Applicants applying after these dates should be prepared to make full payment upon acceptance. Any payments made fewer than 15 days prior to departure must be in the form of a cashier's check or money order. Final documents (including airline tickets) cannot be sent until final payment is received. Checks should be made payable to HELP International (payment may also be made by VISA, or MasterCard, online. Please note: donations/payments online are made through Network for Good and charged a 3% processing fee). All applications are subject to approval by HELP International's acceptance committee. All cancellation penalties are the responsibility of the participant.

Program Fees & Deadlines*

Price: \$4,500

Please Circle your Dates of Departure and Return:

Departure: January 10 May 10 September 10

Return: May 5 August 26 January 5

\$300 deposit paid to HELP International	Due within 3 weeks of acceptance
\$1,800 suggested benchmark for volunteers	October 15 February 15 June 15
Minimum of airfare (\$2,100) raised to book ticket	November 15 March 15 July 15
TOTAL due to HELP International	December 15 April 15 August 15

Cancellation:

You may cancel your space or transfer your deposit and payments to another year, another volunteer, or to a specific project based on the schedule below. Please be advised that any money contributed directly by you or your parents/guardians is refundable according to the following schedule. However, in event of cancellation, monies donated by other parties can ONLY be transferred to the next year, transferred to another volunteer, or transferred to a specific project; donation money will not be refunded to you.

Over 90 days: The \$300 per person deposit is refundable up to \$200. Leaving a \$100 service charge which is non-refundable and non-transferable.

45-89 days: Deposit is non-refundable and other payments are fully refundable, or 100% of balance less a non-refundable \$100 service charge is transferable*.

Less than 45 days: All payments are non-refundable, or balance is 100% transferable less a non-refundable \$300 service charge*.

***If airfare has already been paid at the time of cancellation or transfer, participants are responsible for any fees incurred or money lost if flights need to be changed or credited to ticket holder. HELP International strongly suggests participants consider purchasing trip cancellation insurance.**

OVERPAYMENT:

All payments are due prior to departure. If, after departure, a volunteer receives additional funds, he/she may request a refund of monies which were paid personally or paid by volunteer's parents (third-party donations non-refundable). All refunds must be requested prior to the end of 2 weeks home.

HEALTH: THIS IS NOT A VACATION! We advise each participant to have a physical checkup before applying for the experience. HELP International is not responsible for illnesses that may occur while traveling. Since projects and group or individual sightseeing can be physically taxing, we recommend that persons who suffer from heart disease, high blood pressure, or any physical impairment which could hinder them from normal participation contact HELP International prior to submitting an application and have their doctor mail us a letter stating that they have received a recent checkup and are able to participate in this program.

INSURANCE: HELP International is not an insuring agent and is not responsible for any injury to your person. It is strongly recommended that participants have health insurance with international coverage, before departure. If participants desire travel insurance they must also purchase it separately. All volunteers are required to purchase an ISIC, ITIC or International Youth card, available at STA travel (for locations visit STA.com), which carries minimal insurance, including \$25,000 medical evacuation insurance. Our programs take place in rural locations where adequate medical services often are not available. Evacuation insurance covers emergency transportation to a hospital or clinic. (Please see the ISIC handbook of discounts and benefits for specifics). HELP International recommends that participants consider obtaining travel insurance covering accidents, baggage loss, delays and unexpected cancellation.

HELP International is not responsible for any loss, theft, or damage to your belongings. Information on travel insurance will be sent to participants who so desire. Baggage and cancellation insurance is recommended and is available at nominal rates through private insurance companies.

Travel Documents: Participants must carry a valid passport. Participants will be provided with information concerning passports, tourist cards, visas, and immunizations where needed, but obtaining

Initial_____

them is the responsibility of the applicant. Photocopy of passport must be submitted to HELP International before departure.

ACCOMMODATIONS: We seek to provide well-located safe accommodations (not always in the center of the city), representative of the area, which provide typical cuisine, clean rooms and bathrooms. Volunteers should make themselves fully aware of the living conditions provided when applying.

ITEMS NOT INCLUDED: Items of a personal nature, such as excess baggage or portage charges, personal, trip or baggage insurance, personal phone calls, excess food or beverages not a part of the group menu, gratuities for special services, side tourist trips, passports, immunization fees, etc.

NOTICE: HELP International reserves the right to make changes or substitutions in the interest of the volunteers in order to meet unexpected situations, such as increases in accommodation rates, airline failures, changes in currency rates, etc., prior to departure. Additional charges or refunds will be made to participants where applicable. However, no refund will be made for accommodations or services included in the price which are not utilized during the program by the participant (including training sessions). We reserve the right to cancel the program, if deemed necessary for reasons including insufficient program participation and circumstances beyond HELP International's control such as strikes, lockout riots, wars, or Acts of God. In such an event HELP International shall have no responsibility, beyond the refund of deposits and monies paid to HELP International by the participants or their parents/guardians. A refund will then be made to participants, within 30 days, by means of a bank check. Other monies donated to HELP International on behalf of the participant by others will be (a.) held for the volunteer for the following year, (b.) distributed into a project or country fund of the volunteer's choosing, (c.) distributed to help sponsor another volunteer of the volunteer's choosing, or (d.) applied to where the need is greatest.

RELEASE: By signing this agreement, participants release and grant permission to HELP International and its associates to use the participant's image and likeness, obtained before, during or after the experience for the organizations promotion and advertising purposes, at no cost to HELP International. This release includes the use of still photographs, videotape, film, audio recordings and all other forms of photography, video and audio media owned by the participant or HELP International.

RESPONSIBILITY AND LIABILITY: This program is under the management of HELP International 363 North University Avenue, STE #110, Provo, UT 85601. HELP International has made all arrangements for accommodations and services furnished in connection with this program. While on this volunteer service experience, HELP International, as the principal, shall be responsible to the participant for supplying the services and accommodations offered to the participant as set for in the program brochure, except to the extent such services or accommodations cannot be supplied, due to delays or other such causes beyond the control of HELP International. In such event, HELP International will use its best efforts to supply comparable services and accommodations, but will provide no refund. HELP International, in the absence of negligence on its part, shall not be responsible for any delay, substitution of equipment, or any act of omission whatsoever by the air carrier or by any hotel, guest house, car supplier, bus agent, or any of their employees or agents, or any of the services and accommodations to participants, including any results thereof, such as a change in services or accommodations necessitated by the same. HELP International shall not be liable for any death, nor for any damages or claims arising from negligence of any person not its employee nor under its exclusive control.

Initial_____

HELP International does not discriminate on the bases of race, creed, gender, color, or ethnic or national origin, but all participants must agree to abide by HELP International's policies and guidelines during the entire volunteer experience or volunteer may be sent home early at volunteer's own cost.

The undersigned has read, understands, and agrees to abide by the foregoing HELP International GENERAL INFORMATION, TERMS AND CONDITIONS:

_____ Name (Print)

_____ Signature

_____ Date

Quick Facts on HELP International Fundraising

Fundraising takes a combination of **creativity, planning, hard work, tenacity** and a sense of **humor**. Just keep in mind that a significant percentage of HELP International volunteers raise all or part of their program fee, and the success stories are many, so you **can** do this! And in fact volunteers often report that the work they put into fundraising before they left added value to their overall experience.

The more people you help to invest in your LEU Experience, the more value it has not only to you, but to others. Make that part of you fundraising “mission”!

How do I fundraise?

Each of us in the office has fundraised in the past and are more than willing to serve as “mentors” for other would-be volunteers on how to put together a fundraising plan. Please check in with us to schedule a fundraising seminar and we will give you moral and technical support.

How does HELP International handle donations?

- Have your donors send their donations directly to HELP International.
- All donations must be made out to HELP International with volunteer’s name in the memo line.
- HELP International cannot process checks made out directly to the volunteer.
- Any donation made out directly to the volunteer are not tax-deductible.
- If a donor would like their donation to be tax-deductible they must re-write the check to HELP International with the volunteer’s name in the memo line.
- Bi-monthly, HELP sends a volunteer fundraising update for volunteers to track their progress.

How does HELP International handle refunds (for over-payment)?

- Volunteers can only get refunds on money that they or their parents have paid.
- Refunds must be requested by volunteers by the end of your first two weeks home
- Funds donated above and beyond the program cost by those other than the volunteer or their parents will be allocated to a country’s project funds, to another volunteer, held over for the volunteer to participate the following year, or put where the need is greatest. Allocation is at the volunteer’s discretion. Exceptions will be discussed on a case-by-case basis.