

VAP - VOLUNTEER EXCHANGE FORM (VEF)

PLEASE WRITE IN BLACK AND BLOCK CAPITALS AND ANSWER ALL QUESTIONS

Sending Organisation:

Volunteer Action for Peace - UK branch of YAP

P.O.Box 43670

London SE22 0XX, UK

Tel: 08701 927 657

E-mail: action@vap-uk.org

www.vap-uk.org

1. Surname:	First name:
Gender: Female Male	
Present address:	Permanent address (if different):
Telephone:	Telephone:
Dates at this address:	E.mail:
From: To:	Skype ID:

2. Birthdate:	Birthplace*:
Nationality:	Passport No*: (*if visa is required)
Occupation:	

3. Emergency Contact Name:	Telephone (Day): (Night):
	Email:

4. Languages	
Speak well:	Speak some:

5. Remarks on health / Special needs / Diet

6. Past volunteer experiences / General skills (indicate the country, year and type of work)

7. PROJECT CHOICES ACCORDING TO PREFERENCE							
	Code	Name	Dates		Code	Name	Dates
1				4			
2				5			
3				6			

8. Book another project for me if all above are full:	
YES	NO
Dates available:	Country/region preferred:

9. Why do you wish to take part in a volunteer project?

10. General remarks:					
Type of project most preferred (please number according to preference)					
<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Cultural/arts
<input type="checkbox"/>	Environmental	<input type="checkbox"/>	Renovation	<input type="checkbox"/>	Social
<input type="checkbox"/>	Special needs	<input type="checkbox"/>	Study	<input type="checkbox"/>	Youth/children

11. Where/How did you hear about VAP?					
<input type="checkbox"/>	Web browser (Google, etc.)	<input type="checkbox"/>	The Guardian advert	<input type="checkbox"/>	Family, Friends
<input type="checkbox"/>	Internet link	<input type="checkbox"/>	The Big Issue advert	<input type="checkbox"/>	UNI careers fair
<input type="checkbox"/>	Other (Please state where):				

I accept the conditions of participation according to the Conditions of Participation and introduction of the VAP Website and I fully understand and accept my responsibility to obtain health insurance.

Signature:

Date:

(signature of parent if you are under 18)

To Make An Application – Checklist

- Please print out or photocopy this form and send us one application form for each separate project you wish to apply for.
- All forms must be fully completed and signed.
- Cheque/s or Postal Order/s payable to "YAP UK" of £150 for each Standard Programme project you are applying for and/or £180 for the first North-South Programme that you are applying for and £150 for each subsequent North-South project.
- NB. We can not proceed with your application without all the necessary payments.

CONDITIONS OF PARTICIPATION

**Please read this very carefully as it will act as
your contract.**

Volunteers must read and understand all the preceding introductory text and these conditions of participation. Volunteers must be members of YAP UK.

Volunteers must be at least 18 years of age by the time the workcamp starts, unless a specific project states otherwise.

The appropriate placement fee is payable to VAP for each project at the time of application. A separate cheque is needed for each additional application.

We cannot proceed with your application without these fees.

Placement and Preparation fees will be returned to you if we are unsuccessful in finding you a placement.

Volunteers must complete an application form. All relevant questions must be answered in BLOCK CAPITAL letters in black ink as the form will be faxed to the hosting organisation. The more relevant information that you can include, the greater your chances of acceptance by the hosting organisation.

Volunteers should give the largest number of choices possible in order to achieve acceptance.

Volunteers or their legal guardians must sign the application form to show that they have read and understood the conditions of participation.

VAP will seek to make the application on a same day basis and reply to applicants in 10 working days (2 weeks). If you have not heard from us after this time please contact us.

If the hosting organisation accepts one of your choices we will contact you to confirm your placement. If they propose an alternative we will contact you to ask if you accept.

If for any reason a volunteer decides to cancel a confirmed application, they should inform VAP immediately so that a replacement can be found. Once a volunteer is confirmed on one of their choices, this can only be changed to a new project through cancellation and a new application.

VAP will refund 50% of the exchange fees when the cancellation is made in writing one calendar month before the start date of the project.

Full refunds can be requested in exceptional circumstances. Written proofs must be provided.

All travel costs and arrangements, to and from the project, are the responsibility of the individual volunteer.

VAP undertake to provide sufficient information and training to allow you to participate.

All correspondence between the YAPUK Secretariat and the volunteer should be in writing.

If you have e-mail address, please put it on your application form, it will help us to send you the confirmation more quickly.

VAP is not responsible for insuring volunteers, although some partner organisations have cover for accident, illness and public liability. We strongly recommend that all volunteers take out separate full travel insurance.

Volunteers must ensure that they have taken all the necessary precautions and preparations; have valid travel documents, sufficient money, personal medical requirements etc. so that volunteers do not become a burden for the other volunteers, the hosting organisation, or the UK government.

Volunteers must arrive on the first day of the project and stay for the full duration. If volunteers wish to leave early, this must be agreed with the project leaders/organisers on arrival.

Volunteers must inform their family/guardian on arrival with the hosting organisation.

Volunteers should take contact details of the British consul in the country concerned in case of an emergency where they have failed to / lost contact with the host organisation and a crisis has arisen.

Volunteers must be ready to share their time and energy with the group to help the project succeed. Once the volunteers have made contact with the hosting organisation they become the responsibility of the hosting organisation.

Volunteers must respect the leadership decisions and processes of the hosting organisation and respect their rules and expectations.

Returned volunteers should inform VAP of their safe return to the UK by returning the evaluation questionnaire as soon as possible after return and informing us of any problems that have been encountered.