**SERVE IN SOLIDARITY VOLUNTEER AGREEMENT**

THIS AGREEMENT is dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PARTIES:***

(Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the "Volunteer"), of

(Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_

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and:

**SERVE IN SOLIDARITY IRELAND** ("SERVE"), a Company Limited by Guarantee, company number 419696 and a registered charity with Charity Number CHY 18154 having its registered office at 75 Orwell Road, Rathgar, Dublin 6.

**Recitals**

SERVE is a Company Limited by Guarantee, company number 419696 and is a registered charity in the ROI with Charity Number CHY 18154.

In Northern Ireland SERVE is registered as a Company Limited by Guarantee, company number NI073601 in Charity Number XT 16752.

SERVE's registered office in the Republic of Ireland is at 75 Orwell Road, Rathgar, Dublin 6.

SERVE’s office is located at: Scala, Castle Road, Blackrock, Cork.

The Volunteer is an individual who has been selected by SERVE to take part in their Volunteering Programme for 2016 and will be placed by SERVE with one its partner organisations.

**NOW IT IS HEREBY AGREED** that in consideration of the mutual covenants and conditions, hereinafter set forth and provided for the parties hereto respectively covenant with each other as follows:

**Volunteer Covenants:**

1. The Volunteer acknowledges that he/she has read Appendix 1 to this Agreement (the “Briefing Document”) and recognises that he/she has a responsibility to SERVE to act ethically and within the principles outlined in the Briefing Document. The Volunteer acknowledges that he/she has been emailed a copy of SERVE’s Health, Safety and Security policy and agrees to abide by its contents. In particular, the Volunteer undertakes to attend all pre-departure training days, the Next Step Weekend and to engage fully with SERVE’s development education programme. The Volunteer also undertakes to travel with the group and return to Ireland with the group.

2. The Volunteer recognises that to ensure their health and safety SERVE has appointed a leadership team (the “Leaders”). The Volunteer acknowledges that at all times they will respect and abide by any instructions or directions given by the Leaders.

3. The Volunteer acknowledges that SERVE has built up an excellent reputation in Ireland and abroad and that any communications made by the Volunteer with the media on behalf of SERVE must be approved by SERVE.

4. Any discovery, invention, secret process or improvement in procedure made or discovered by the Volunteer while in the service of SERVE in connection with or in any way affecting or relating to SERVE or capable of being used or adapted for use by SERVE shall immediately be disclosed to SERVE and shall belong to and be the absolute property of SERVE.

5. The Volunteer recognises that no employment relationship exists between the Volunteer and SERVE.

6. The Volunteer must make a contribution of €2995 to SERVE. This contribution will cover the Volunteer’s flight, tax, insurance, Next Step Weekend, all main meals, accommodation, transport and a contribution towards the project which will be distributed by SERVE in accordance with SERVE’s funding criteria.

**Disciplinary Procedures**

1. The Volunteer recognises that the Leaders have the authority to define what amounts to “abusive, disruptive, dangerous or disrespectful behaviour”.

2. In the event that the Leaders believe that the Volunteer has engaged in said behaviour they will issue the Volunteer with a formal verbal warning.

3. If the Volunteer continues to engage in said behaviour the Leaders will ask the Volunteer to attend a formal disciplinary meeting. If the Volunteer refuses to attend this meeting it will be considered as termination of this Agreement.

4. Following the disciplinary meeting the Leaders may issue the Volunteer with a final formal verbal warning. The Leaders may also decide, taking in to account their obligation to safeguard the host project, the safety of the Volunteer and the safety of the other members of the group, and having discussed the matter with SERVE Ireland, to terminate this Agreement.

5. Notwithstanding the above, the Leaders may decide, in conjunction with SERVE, that the Volunteer’s actions are so serious as warrant the immediate termination of this Agreement.

6. In the event that this Agreement is terminated the Leaders will, in conjunction with a member of SERVE and the Volunteers next of kin, arrange for the return of the Volunteer to Ireland.

7. Should it become evident before departure to SERVE’s partner organisation that a Volunteer is unsuitable for placement SERVE may terminate this Agreement. In the event that this is necessary SERVE will deal with this confidentially and provide reasonable support to the Volunteer.

**This Agreement** shall be governed by and construed in accordance with Irish law.

**In witness whereof the Agreement has been duly executed on the date shown at the beginning of this Agreement**

**SERVE Staff:**

**Signature: …………………………………………………….**

**Print Name:** **…………………………………………………….**

for and on behalf of SERVE in Solidarity Ireland

**SERVE Volunteer:**

**Signature:** **…………………………………………………….**

**Print Name:** **…………………………………………………….**

in the presence of a witness ***(SERVE Leader/SERVE Staff):***

**Signature:** **…………………………………………………….**

**Print Name:** **…………………………………………………….**

**Appendix 1**



SERVE OVERSEAS VOLUNTEERING PROJECTS

VOLUNTEER AGREEMENT

SERVE is a development and volunteering organisation committed to tackling poverty in the majority world. We strive to do this by working in solidarity, service and partnership with marginalised and oppressed communities, empowering them to tackle the root causes of poverty and injustice. SERVE focuses specifically on programmes and projects that help communities enhance the lives of children and young people and recognises that gender equality is pivotal to achieving justice, equality and sustainable development. SERVE projects prompt us to leave the security of our own homes and experience the suffering and insecurities of those exposed to the harsh reality of acute poverty.

**1) Fundamental Aims of SERVE**

* To support development projects that work to transform the lives of those who are poor and to overcome acute injustices. In particular SERVE strives to tackle youth poverty.
* To contribute in the long term to the emergence in Sub-Saharan Africa of a youth sector that is a confident and enabled stakeholder in the pursuit of the development agenda.
* To relentlessly implement and foster HIV/AIDS prevention and education programmes in SERVE’s youth work.
* To foster interest in development issues and thereby contributing to the enhancement of the development sector.
* To facilitate SERVE participants in witnessing and learning about different approaches to development….The Welfare Approach….The Development Approach…The Empowerment Approach….The Education/Campaigning Approach.
* Education for world citizenship, as proposed by the Development Education Commission 1999.
* To inspire people to live by the view that “The service we render to others is really the rent we pay for the room on this earth. It is obvious that man is himself a traveler; that the purpose of this world is not to have and to hold but to give and serve”.
* To contribute to the emergence of a new generation of Irish citizens who will creatively and caringly carve and shape the Development agenda.
* To work in partnership with the Redemptorists and Good Shepherds.
* To foster quality partnership relationships with marginalised communities and compatible non-governmental organisations in the developing world.

1.1) **SERVE achieves this by:**

* Strong partnership relationships between SERVE and partner communities and agencies in the developing world.
* Short term volunteering programmes whereby young adults contribute to SERVE partner’s development projects in Asia, South America and Africa.
* Enhancement of Global citizenship and the cementing of important linkages between communities as volunteers from overseas partner projects and communities participate in SERVE projects in Ireland.
* Fundraising to support long term pro-poor equitable and sustainable development projects in Asia, South America and Africa.
* Specific and prioritized commitment in the long term to capacity development of the youth sector in Sub-Saharan Africa.
* Professional leadership training of thousands of young people between the ages of 15-24.
* Empowering young people to become important stakeholders and play a central role in formulating and monitoring Millennium Development Goals poverty reduction strategies and other critical policy reform processes.
* Roll-out of life-saving HIV/AIDS prevention programme to thousands of young people.
* Search for solutions to the enormous problem of youth unemployment in Sub-Saharan Africa.
* Deep commitment to the implementation of development education programmes for SERVE volunteers, Irish youth and diverse Irish communities.
* Annual shared advocacy and awareness raising campaigns pioneered by SERVE volunteers in partnership with SERVE’s overseas host communities and partners.
* Promotion and marketing of the fair trade products of SERVE’s partners.
* Implementation of training and care programmes for SERVE volunteers.
* Encouraging volunteers to live the four values of social justice, community spirituality and a simple lifestyle, in an explicit way throughout the experience.

1.2) **SERVE volunteers contribute by:**

* Active supportive participation in education projects in both the formal and informal sector.
* Transfer of skills. For example, helping voluntary groups to design and build websites and training personnel to manage, update and utilise such sites.
* Other skills transferred include woodwork and engineering, nursing, Montessori training, development education.
* Working in partnership with local communities to construct family homes and community cisterns.
* Building of ARV clinics in squatter camps.
* Building simple homes for teachers in rural areas to help the supply of teachers to rural schools.
* Support work to nurses in outreach programme to those living with HIV/AIDS in their own homes.
* Leadership role in education for life programmes in the campaign against the spread of HIV/AIDS.
* Helping to motivate marginalised young people to join a joint painting/construction project.
* Visiting Leprosarium’s, Prisons, Orphanages, Homes for the Disabled, and Centres for the Aged. Schools for the Blind, Women in Prostitution, Land Invasions, Nutrition Centres, and Crèches. Visits involve listening, talking, gestures of kindness, helping an often stressed and sometimes strained staff in practical ways.
* Sharing best practice as we apply it in Ireland. Doing so in a sensitive manner.
* Delivering leadership programmes based on a tested formula. Supplementing this with retreats. This project is offered to 18-22 year old students from deprived backgrounds.
* Journeying in solidarity with the poor, often slum communities where SERVE participants live. Attending local community meetings and gatherings.
* Mentoring to young adolescents.
* Participating in local communities in social analysis.
* Helping to deliver retreats and reflective time to tired and often undervalued carers.
* Teaching computer skills to Street Kids and orphans.
* Offering English language support to teachers of English in poor communities.
* Marketing and business skills delivered/offered to a Fair Trade project.
* Musical gifts shared. Teaching of instruments.
* Sporting activities organised. Summer camp support.
* Helping to establish markets in Ireland at a Fair Trade price for produce in project countries.
* Researching, planning, pioneering and launching advocacy and awareness raising campaigns for project countries.
* Particular volunteers take responsibility for specific tasks, group dynamics, accounts, photography, website, profiling, development education, writing, articles, group life etc.
* Fundraising to support the projects financially.
* Hosting overseas SERVE participants when they come to Ireland and promoting such projects

**2)** **Recruitment and Selection**

* The selection process will include....

 - Application form, Interview, References, Garda check / Access NI check

**Criteria for the Selection of Volunteers:**

* SERVE implement a fair, consistent and transparent recruitment policy.
* SERVE is committed to having a gender mix between male/female volunteers.
* The programme is open to volunteers between the ages of twenty and forty years of age. We retain a level of flexibility about the age range.
* We like to have participants from both the north and south of Ireland.
* We give preference to candidates who show evidence of some involvement in the voluntary sector.
* A keen interest in development, the developing world, social justice etc., is considered favourable.
* A capacity to engage in group travel, team work etc.
* Willingness on the part of volunteers to share their experience on return to Ireland.
* A skill that is transferable.
* Desired Characteristics include:

 - Flexibility and adaptability.

 - Concern for social justice issues.

**3)** **Management and Care of Volunteers**

SERVE is committed to equality of treatment and care for our volunteers and aim to demonstrate this in both our policy and practice.

* SERVE recognise that volunteers are an essential part of the team, with a distinctive and complimentary role. We endeavour to meet the needs of all involved.
* SERVE recognise the importance of seeking volunteer's ideas and opinions. Feedback is always welcome.
* SERVE are committed to the ideal of fostering an evaluation culture and thus evaluation by volunteers, team leaders and host communities and projects are taken very seriously.
* SERVE give considerable emphasis to volunteer training days both pre-departure and in the project countries.
* SERVE offer all volunteers Child Safeguarding and Vulnerable Adult training.
* SERVE commit to organising volunteer programmes based on realistic aims and objectives with appropriate and useful volunteer roles.
* SERVE does not provide a specific job description for volunteers, but provide during the training days an expectations description for placements.
* Provide marketing and imagery consistent with good practice, and clear expressions of organisational aims, ethos and values.
* Provide volunteers with free, fair and unbiased information about SERVE and volunteer placements.
* Ensure that volunteers participate in appropriate preparation, training and induction and debriefing.
* Ensure the protection, safety and well being of volunteers and those they work with as far as possible.
* Implement a care programme for volunteers.
* Provide recognition for volunteers.

**4) Project Process**

* 6th February 2016 – All Volunteers attend intensive training day, Cork.
* 9th April 2016 – All Volunteers attend intensive training day, Cork.
* 11th June 2016 – All Volunteers attend intensive training day, Cork.
* Project Departures in July 2016.
* “Next Step Weekend” – Post Project Debriefing and Planning weekend,

October 14th -16th 2016..

**Financial Issues:**

* Deposit of a non-refundable €200 / £200 to be paid by Friday 188h December 2016.
* The remaining €2795 will be paid in four reducing installments:
	+ €800 due by February 5th 2016
	+ €750 due by March 4th 2016
	+ €700 due by April 8th 2016
	+ €545 due by June 10th 2016.
* Apart from exceptional circumstances e.g. sickness, bereavement etc. all monies paid are non-refundable.
* Cheques should be made payable to the SERVE in Solidarity (Ireland) Account.

**\* Fundraising is encouraged:**

* Each volunteer is required to contribute €500 / £450 of their own money towards the programme fee.
* It is legitimate to seek funds for travel and accommodation costs, as the volunteer does not receive remuneration.
* When the individual raises money in excess of the stipulated expenses, the excess is contributed to the common fund to the project country that the volunteer is working in to support development projects.
* Allocation of the funds to specific projects in particular countries is made following a process of (a) Projects completing a project application form (b) discussions with volunteers and (c) final decision made by the SERVE Project Selection Committee.

- Receipts will be made available if required.

- Individuals can organise fundraising events.

- The groups will decide on group fundraising ventures and targets for Development Projects.

- Financial Contributions to the Project Funds should be lodged to the SERVE account as far as is practical before June 10th, 2016.

- Contributions to the Development Projects common fund should be made to the SERVE Account prior to travelling:

Euro Account

***Account Name: SERVE in Solidarity (Ireland)
Account No.: 09889023***

***Sort Code: 93-10-71***
***Bank Address: AIB, 9 Terenure Road East, Rathgar, Dublin 6.***

***IBAN: IE72 AIBK 931 7109 8890 23***

***Swift: AIBKIE2D***

Sterling Account

***Account Name: SERVE
Account No.: 20038423***

***Sort Code: 95-01-26
Bank Address: Danske Bank, 155 Northumberland Street, Belfast, BT13 2JF***

***IBAN: GB54 DABA 9501 2620 0384 23***

***Swift: DABAGB2B***

**Volunteers are expected to...**

* Embrace the purpose and aims of the SERVE outreach projects.
* Travel with group to project Country and return to Ireland with group.
* Treat placement as they would a job.
* Show a spirit of enthusiasm, willingness to learn, listen and communicate.
* Readiness to reflect and share and to trust SERVE leaders and group.
* To enthusiastically participate in the development education programme.
* Interest in respect for the cultures and communities visited.
* Engage in a 3-step process of preparation, participation and de-briefing.
* Respect local customs and adopt the role of learners and guests.
* Act always in a professional manner and be flexible and adaptable while in their placement.
* Take due care with their personal safety and physical and mental health.
* Channel the experiences and knowledge gained while overseas into Irish society.
* Listen to the advice offered by the leaders of the programme.
* To make the decisions to go, conscious of the risks involved.
* To be aware that SERVE will provide no insurance over and above the Personal insurance.
* Sign an agreed contract with SERVE.
* SERVE hold the final decision on selection of volunteers, policy and operation of projects.
* In the rare event that a SERVE volunteer engages in abusive, disruptive, dangerous or disrespectful behaviour, the procedures outlined in the Volunteer Agreement come into place.