

**REQUEST FOR TaiwanICDF VOLUNTEER**

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| **1. ASSIGNMENT DESCRIPTION OF REQUESTED VOLUNTEER (Please fill out separate forms for each volunteer post)** | | |
| Name of Host Organization (HO)/ Abbreviation |  | |
| Assignment Title |  | |
| Assignment Location | (Town) (City) (State) | |
| Project/ Program Field | Education  Computer/ICT Public Health/Medical Care  Agriculture  Others, please specify:  \*Please note that volunteers dispatched for Spanish-speaking countries will attend a four-week language training program prior to starting their services. | |
| Numbers of volunteers required |  | |
| Preferred assignment starting date | May,2020  September,2020  Both of the above options are fine  Others, please specify: | |
| Expected period of assignment | One year(for Long-term volunteers)  Others, please specify: (for Project-based volunteers) | |
| Please specify time and days volunteer(s) will be required to be on duty | **Days:**  Mon Tue Wed Thu Fri Sat Sun  **If volunteer(s) will need to be on duty on weekends, how often will this be?**  Every weekend Every other weekend  Once or twice per month Occasionally  **Assignment Hours:**  　 hours/week  (maximum 40 hours per week excluding break time)  **Other requirements:** | |
| Project/ Program background and reason for requesting volunteer(s): | | |
| Assignment Summary: | | |
| Expected output of the assignment  (eg: 120 patients receive improved care; 200 community members have access to an e-library, etc) | | |
| Equipment, supplies and materials to be provided to volunteer(s): | | |
| **Tick if you would like TaiwanICDF to continue to recruit volunteers for your organization in next recruitment in the event that we do not find any suitable candidate this time.** | | |
| **2. EXPECTATIONS FOR THE VOLUNTEER** | | |
| Technical field |  | |
| Gender | No Preference Male Female  If either sex should be excluded please specify reason: | |
| Type of assignment  (\* If this post is an “extension” or “successor” role, please specify whose extension or successor it is.) | New  Extension of:  Successor of: | |
| Essential minimum  educational background | Bachelor  Other, please specify: | |
| Essential minimum  professional experience (years) | No Experience required  1-3 years 3 years | |
| Minimum language requirement  (type, level) |  | |
| Minimum language requirement  (type, level) | English (Fair Advanced )  Spanish (Basic Fair )  Other, please specify: | |
| Desirable qualification(s)  and/or experience (if any) |  | |
| **3. FACILITIES TO BE PROVIDED TO THE VOLUNTEER** | | |
| **Accommodation:**  Will be provided free  Not provided  Will be subsidized to $ USD per month  **Accommodation facilities:**  Fully-furnished Semi-furnished Utility available Utility not available  Kitchen available  Internet available  **Accommodation geography:**  From the city of , km  By means of , hour(s) | | |
| **Transport to work:**  Will be provided free, for official duties  Will be subsidized to $ USD per month  Will not be provided | | **Medical care:**  Will be provided free at  Otherwise (please specify): |
| **4. OFFICERS OF THE REQUESTING ORGANIZATION** | | |
| Name and position of the supervisor volunteer(s) will report to | Name:　　　　　　　　　　　　　　　　　　 Position: | |
| Staff / colleagues (e.g. age, number, educational background, technical experience, position) |  | |
| Technical level of people who  volunteer(s) will work with  (e.g. students, trainees, farmers) |  | |
| **CORRESPONDENCE**  Name and address of the official to whom correspondence regarding this application should be forwarded.  Name: Position:  Address:  Email:  Tel: Fax:  Host Organization Website： (if any) | | |

**※This part only applying for NEW Host Organization**

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| **GENERAL INFORMATION OF REQUESTING HOST ORGANIZATION** |
| **Type of Organization** (Please check):  National Government Agency  Local Government Unit  Provincial Government  Municipal Government  City Government  Academic /Educational Institution  Public  Private  Non-Government Organization(NGO)  Civic / Cause-oriented  Faith-based  Community-based / People’Org  International NGO  Other, please specify:  **Organization Description:** |

**Note:**

Please note that the final decision to dispatch a volunteer will remain with the TaiwanICDF.

Prepared by:

*Printed Name and Signature of Program /Project Supervisor*

Submitted by:

Printed Name and Signature of Head of Organization

Ministry (if applicable)