



## Volunteering Contract

### **I. Between**

The Jan & Oscar Foundation, c/o Laurence Pian, route de la Petite Corniche 2, 1091 Aran  
(hereafter referred to as: the Foundation)

### **And**

Mr./Mrs./Ms. ...., born on .....

(hereafter referred to as: the Volunteer)

(hereafter referred to together as: the Parties)

### **Appointed as:**

Facilitator for English-language workshops conducted in various schools of the Nong Chang district (Uthai Thani Province).

### **II. Conditions**

- **Duration**

This Contract is in vigour for a period of ..... weeks (min. 1 month), corresponding to the length of stay involved (roundtrip transportation not included), namely from ..... to ..... inclusive.  
(hereafter referred to as: the length of stay).

- **Costs**

The Volunteer will carry, before leading, a monthly amount of CHF 350, which corresponds to a contribution to housing, food, electricity and water costs.

- **Remuneration**

Volunteer activities are not subject to remuneration.

- **Transport**

Airfare and all roundtrip transportation costs to and from the site are the responsibility of the Volunteer.

There are two bicycles available on site, with a reminder that the use of any motorized vehicles is prohibited.



- **Official Documents**

The Volunteer must hold a passport valid for a minimum of six months after the date of return. It is his/her responsibility to perform all of the steps necessary to obtain a non-emigrant visa typ O. [www.thaiconsulate.ch](http://www.thaiconsulate.ch)

- **Insurance Coverage**

The Volunteer will personally maintain insurance against all risks inherent to his/her function and extended stay abroad.

- **Disclaimer**

The Foundation strives to prevent damages from occurring in the context of the activity of Volunteers, as defined below under **IV**, with the caveat that it bears no responsibility for any such damages, except in cases of gross negligence or unlawful intent.

The Foundation does not bear any responsibility with regards to third parties for the activities of Volunteers, who must also respect this Contract and its Annexes under all circumstances.

The Foundation reserves the right to seek compensation from Volunteers for any damage caused to the Foundation by third parties as a result of the actions of said Volunteers. This right of the Foundation to claim compensation from damages directly sustained is otherwise reserved.

- **Termination**

This Contract may be terminated at any time by either Party.

- **Amicable settlement of disputes**

In case of dispute, controversy or claim by a party (hereafter referred to as: Dispute), arising out of this Contract or its Annexes or related to it, including with regards to its conclusion, validity or termination, the Parties undertake to make every effort to solve the Dispute amicably. However, nothing in this provision shall be construed as prohibiting one party from going to court, if the attempt to solve the Dispute amicably does not result in the signing of a written settlement within 30 days from the notification from one Party to the other Party of the existence of a Dispute and the necessity of negotiating an amicable settlement to this Dispute.

- **Jurisdiction and applicable law**

This Contract and its Annexes are subject to Swiss Federal Law, with the exception of the conflict rules of private international law. Any dispute resulting from, or related to this Contract and its Annexes will be settled according to Swiss law, whether this dispute is of a contractual tortious, or other nature. Any dispute resulting from, or related to this Contract and its Annexes will be subject to the exclusive jurisdiction of the competent Courts of the Canton of Vaud, the location of the Foundation's Headquarters. Appeal to the Federal Tribunal is reserved.



- **Severability**

If any provision of this Contract or its Annexes is held invalid, the other provisions of this Contract and its Annexes will remain valid and will continue to bind the Parties.

- **Language of the Contract and its Annexes**

This Contract and its Annexes have been written in French and the French version is the only authentic version. All translations of this Contract and its Annexes in English and Thai are for information purposes only.

### **III. The Volunteer agrees to:**

- Create, implement and deliver English workshops in assigned schools, with the goal of familiarizing students with English and improve their oral comprehension/expression (see Requirement Specifications).
- Work in a spirit of cooperation with the other volunteers and Thai teachers, particularly the English and homeroom teachers.
- Update class notes in a shared folder before the end of the stay.
- Pay due attention to all volunteers, teachers and students without bias or discrimination, and respect their physical and moral integrity.
- Respect school rules and customs, and adapt to local instruction methods.
- Maintain confidentiality in contacts with volunteers, teachers and students, both inside and outside the school.
- Show concern for the safety of volunteers, teachers and students and implement all necessary means in case of incident, including warning the School Director, our person in charge of the volunteer program and Laurence Pian.
- Actively participate in events organized by the faculty or organized by the Foundation during the duration of stay.
- Perform the work assigned by the Foundation before, during and, if necessary, after the stay in Uthai Thani.
- Follow a support and evaluation programme before departure, under the supervision of a certified psychologist and our responsible of the volunteer program.
- Fill out the contact form before departure.
- Respect the Code of Conduct.
- Respect the Requirement Specifications.
- Respect the regulations of the Jan & Oscar boarding house.



**IV. The Foundation agrees to:**

- Ensure the diligent recruiting of volunteers and make sure that they are aware of the risks which they may face in accomplishing their activities.
- Give volunteers activities consistent with their abilities and provide them with instructions in this regard.
- Devote the necessary care to the preparation of volunteers.
- Welcome volunteers, listen to them and help them integrate into Thai culture.
- Ensure the coaching of volunteers during their stay by Thai teachers and Ms. Pornpaka Palajit (Theow) and maintain privileged and regular contacts with them.
- Provide psychological support to volunteers (III, above).
- Feed and host volunteers during the period of stay; accommodations are shared with Ms. Palajit and other volunteers.

**By my signature, I certify that I have read this Contract and all its Annexes, which are integral to it, accept its conditions, and agree to comply with and implement its terms in full.**

For the Foundation

The Volunteer

.....

.....

.....

Aran, .....

Countersigned in two (2) original copies, with each Party retaining one (1).

**Annexes :** Code of Conduct (Annex 1), Requirement Specifications (Annex 2), Housing Regulations (Annex 3), Contact Form (Annex 4).



## Annex 1

### Volunteer Code of Conduct

#### **Thank you for your interest in the Jan & Oscar Foundation!**

Nong Chang is a district of Uthai Thani Province, located in the center of Thailand, 280km (3 hours by car) from Bangkok. The district is made up of 96 villages with a population of 45,000 inhabitants (2008). Nong Chang is far from tourist centers and there is thus no night life, apart from a few restaurants open at night. On-site managers do offer the possibility of organizing weekend visits to the city of Uthai Thani, to some of the surrounding Buddhist temples, or even to the old royal city of Ayuttaya, which is more touristy (150km away). It is possible to plan, on your own, a weekend in Bangkok or Chiang Mai using public transport.

This is a total immersion experience in Thai culture through contact with young children and teachers who speak very little to no English. You should not present any somatic or psychological problems which could impede or jeopardize your volunteer activity. You are not afraid of extreme heat, you are adaptable, capable of exchanges with people who are different from you and your culture, and you are motivated to discover a new lifestyle.

#### **Number of volunteers**

2 to 4 people maximum, of a minimum of 18 years of age.

#### **Life at the hostel**

See Housing Regulations

#### **English workshops**

See Volunteer Requirement Specifications

#### **School hours**

Monday to Friday, from 09:00 to 12:00 et de 13:00 à 16:00.

Lunches are taken at school with the teachers and students.

Classrooms have fans.

WiFi is available in school common rooms (teachers' room).

#### **Class makeup**

Students are between the ages of 5 and 12 and are divided into classes of 6 to 12 students on average.

Each class is assigned a Thai teacher (homeroom teacher) who teaches, in principle, all of the subjects. Some schools have an English teacher.



The distribution of classes and school hours is made according to an agreement between the volunteers and Ms. Pornpaka Palajit (Theow).

**Dress attire**

Make sure to have proper attire when teaching. Be aware not to wear transparent clothes, cover your shoulders and knees, it might shock Thai culture.

Men must wear pants (or shorts covering the knees). Women may wear skirts/dresses covering the knees or loose pants. Shoulders must be covered and plunging necklines avoided.

Tight clothes are not comfortable in very hot weather.

Teachers and students wear a uniform.

\* \* \*

You will be living in a small community; we rely on your common sense to make your presence pleasant, both for yourself and for others.

Have a good stay!



## Annex 2

### Volunteer Requirement Specification

**Thank you for your involvement with the Jan & Oscar Foundation!**

#### **Modalities**

Your mission is to teach the fundamentals of the English language to Thai students between 5 and 12 years of age on average, divided into classes of 6 to 12 students. Schools benefiting from this partnership set up by the Foundation vary according to the needs of the teaching staff. Currently, the Foundation collaborates with the Wat Nongyang, Wat Huay Prachang, wat Nong Asseng, and Wat Tung Pho schools, all of which are located in the same area.

It is best for you to arrive to Nong Chang on the weekend, in order to be able to go to school on Monday. On site, you will be welcome at the Jan & Oscar Hostel by Ms. Pornpaka Palajit (Theow), with who you will live. To this end, she will inform you of the housing regulations, will show you how to get to the village, and will tell you where to find the materials left by previous volunteers (games, guest book, book, dictionaries). Theow understands and speaks English.

The distribution of classes and class hours is done by agreement between the volunteers and Theow. The first day of class, it is her who will accompany you in order to introduce you to the teachers and students. If you feel the need, she will also be able to oversee your workshops for a few days.

#### **Workshop contents**

You must create, implement and deliver English workshops in your assigned schools in order to familiarize students with English and improve their speaking and written understanding.

There is no formal method that you will need to follow. It is your responsibility to read over the class notes left by previous volunteers and to imagine a program that will cover the length of your stay. In doing so, you have the option of requesting the assistance of the English and homeroom teachers. The Foundation also make available game ideas in order to help you teach in a fun way, as well as basic theme suggestions to broach with your students (e.g. self-introductions, asking for directions, geography, etc.).

You can consult all of these documents on a shared "Google Drive", available from the "*Espaces Volontaires*" section of the Foundation's website ([www.fondationjan-oscar.ch](http://www.fondationjan-oscar.ch)). If required, these documents can also be printed before departure (no printers/photocopiers on site).



At the end of your stay, make sure to complete and update the class notes on the excel file provided for this purpose. This step is very important in the eyes of the Foundation, since it enables us to know what has been taught throughout the year and ensure a smooth transition with the following volunteers. We therefore thank you in advance for updating these notes with care, as they are the reflection of the work you have accomplished!

To receive the password for the section reserved for volunteers, as well as for all matters relating to education and the updating of the above-mentioned documents, please contact [malorie.buttler@gmail.com](mailto:malorie.buttler@gmail.com).

\* \* \*

In case of serious misconduct or breach of this Contract or its Annexes, the Foundation reserves the right, upon prior notice of on-site representatives, to return the Volunteer to his/her home country, at his/her own responsibilities and expenses.

Thank you very much for your precious help!



## Jan & Oscar Housing Regulations

### **Welcome to the Jan & Oscar Foundation Hostel!**

Theow looks after the place and is responsible for your stay in Nong Chang. It is her that you must ask if you have any questions regarding your accommodation or the courses that you will offer in the schools.

At the hostel, the volunteers have **two bedrooms** (double beds) at their disposal, as well as one common room. The hostel has a standard toilet, a (cold water) shower and a sink for the **exclusive** use of the volunteers. A **refrigerator** and a (cold water) **washing machine** are also available. Theow has an adjoining room with her own bathroom. Fans are assigned to each room.

In Thailand, people **take off their shoes** before entering houses and temples.

**In the washroom**, do not put paper, tampons or sanitary napkins in the toilet, as the sewers are not designed for this. Put the paper in the bag that is beside the toilet.

Regularly empty the garbage bins at the location indicated by Theow.

Keep the **bathroom and your room** clean and don't forget to turn off the **light** and the **fan** when you leave.

Everyone should be careful not to slam doors at night so as not to disturb each other.

**Meals** will most often be prepared by Theow, but she will not eat with you, except for a few exceptions (other habits in Thailand).

**Wifi** is available during day time and must be switched off before going to sleep and when leaving the hostel. Be careful not to disturb the other occupants with the sound of your electronic/conversation devices.

**Outsiders invited to the hostel** must in principle leave before 21 :00, unless there is a prior agreement with Theow.

**Smoking is prohibited** in the hostel.

Using drugs or inciting others to **use drugs is prohibited**.



Please inform Theow if **you are away** and inform her of your whereabouts by writing a note on the **whiteboard** available for this purpose.

\* \* \*

You will be living in a small community; we rely on your common sense to make your presence pleasant, both for yourself and for others.

Have a good stay!



**Annex 4**

**Contact Form**

**Last Name**

.....

**First Name(s)**

.....

**Date of Birth**

.....

**Address**

.....

.....

**Telephone**

.....

**Email**

.....

**Allergies/Food Intolerance**

.....

.....

.....

**Date of stay in Nong Chang**

.....

**Dates/location(s) of arrival and departure flights in Thailand**

.....



**Data on health insurance, accident and liability insurance (or similar)**

.....  
.....  
.....  
.....

**Passport number (attach copy)**

.....

**Information for emergency contact persons (last names, first names, telephone numbers)**

.....  
.....  
.....  
.....

**By my signature, I certify that the information included here is both complete and accurate.**

The Volunteer

.....

Aran, .....