

PARTNERSHIPS VOLUNTEER APPLICATION PROCEDURES & CONDITIONS

1. Requirement

- a) All volunteers must be aged between 18 and under 65 years old.
- b) The volunteer's identity document must be presented to the relevant staff for the verification on the first day of volunteer work.
- c) For Permanent HKID Card holders, the minimum commitment will be 10 days.
- d) For Non-Permanent HKID Card holders, it is a requirement that they
 - i. Serve a minimum of 20 working days and
 - ii. Provide their own accommodation.

If the application is approved the prospective volunteer will be requested to apply for a HKSAR Immigration training visa. Please note that the issuance of the training visa is subject to the approval by the HKSAR Immigration Department.

2. Application Procedures

- a) Applicants should apply via the KFBG Online Portal.
- b) Applicants may be interviewed by the relevant section prior to their acceptance.
- c) Once the application is accepted, the applicant will receive a confirmation email from Partnerships Department.
- d) Applicants must confirm their start date and end date by email to supervisor and the Admin Officer.

3. General Conditions

- a) Volunteers will be issued with a Name Badge.
- b) Volunteer are required to wear their volunteer badge at all times. The badge remains the property of the Partnerships Department and it to be returned at the end of the volunteer period.
- c) Volunteers are required to be dressed appropriately for the job. We require that volunteers dress in long trousers, shirt or T-shirt and wear closed shoes.
- d) Volunteer should follow instructions from staff, and all KFBG safety and operation protocols during their work.
- e) In ensuring the volunteer have the maximum protection, volunteers are recommended to take out appropriate insurance (e.g. personal accident insurance policy). Volunteers should be responsible for managing their own risk when performing duties.
- f) Volunteers are expected to be punctual. If the volunteer need to take time off or are delayed coming to work they should inform staff through email, WhatsApp or telephone preferably one hour in advance.
- g) All volunteers will receive the necessary training from the relevant section.
- h) All volunteers will be required to fill in an exit form on their last day to help evaluate the volunteer programme.
- i) The Partnerships Department may ask a volunteer to show cause why his/her volunteer stint should not be discontinued in the following circumstances:

- a. Always late without acceptable reasons and advanced notification; or
 - b. Absent without acceptable reasons and advanced notification; or
 - c. Unable to accumulate 10 service days within the committed period.
- j) Procedures and terms may be changed with prior notification, at the discretion of the Partnerships department.

4. Lunch Arrangement

Sun Garden Café Meal Coupon will be provided to volunteers who:

- i. Perform full-day duty 09:30 to 17:00;
- ii. Duties not falling in the time period above will be considered case by case.

5. Travel Allowance

Travel Allowance of HK\$100/ service day will be issued to entitled volunteers.