

NVDA (Network for Voluntary Development in Asia)

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REAL, DRAMATIC WORLD IS WAITING FOR YOU IF you want to...

- [©] Have an unusual, exciting experience,
 - © Create a new better world by voluntary actions,
 - © Improve yourself & get confidence/ dreams,
 - $\ensuremath{\textcircled{}}$ Make friends all over the world by living together
- © Touch local life that cannot be done by traveling

NVDA Volunteers Application Guidance



MENU

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- 2) Where/ when/ what are the programs? (p4)
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1) What are international workcamps/ NVDA?

1-1: What are international workcamps?

International voluntary projects, where **volunteers** from all over the world live & work together with local people for environmental & cultural protection, social justice, rural & human development, etc.

< A. Number and length of projects >

Every year, over **3,000 projects** were held in over **90 countries**! Most of the projects are for **2-3 weeks** that are called STV (Short Term Voluntary service) though **LMTV** (Long/ Middle Term Voluntary service) projects between **2 and 12 months** are also increasing. There are also some weekend workcamps for 2-3 days.

The number of the volunteers are normally 10-30 while many LMTV projects have 1-2 volunteers in each.

< B. Very brief history >

First workcamp **started in France in 1920** by young volunteers mainly from Germany and France reconstructed the farms destroyed during World War I.

< C. Voluntary works >

Normally **5-8 hours** in a day and **5 days in a week**. The types of works are varied by the local needs

(these are just examples!!);

Environment	* Cleaning rivers		
	* Planting trees		
	* Protecting animals		
	* Creating eco-villages		
Agriculture	* Picking organic fruits		
(food security)	* Reviving uncultivated fields		
	* Weeding in orphanage farms		
	* Constructing fish ponds		
Culture	* Organizing festivals		
	* Archaeology		
	* Renovating castles, temples		
Construction	* Building infrastructure such as		
(rural	schools, clinics, toilets, canals.		
development)	* Reconstructing shelters		
	* Converting farms into youth centers		
Social work	* With/ for disadvantaged children		
	* Refugees and other minorities		
	* Mentally/ physically challenged		
	* Elders		
Education	* HIV educational play in schools		
	* Teaching English, computer		
Others			
	* Recycling bicycles for India		
	 * HIV educational play in schools * Teaching English, computer * Anti drug education on streets * Making proposals of town planning 		

< D. Accommodations & Free time activities >

Usually youth centers, public halls, schools and sometimes tents or temples that are simple but even better for the group life! Volunteers often cook by turns and enjoy global tastes. The common language is English in most of workcamps though you had better to try local languages.

The hosts or we volunteers may sometimes organize **discussions**, **excursions**, **cultural exchange parties**, **school visit**, **sports**, etc. It is very important to note that workcamps should be made **by all volunteers with local people**.

< E. Workcamp Organizations >

Most of Workcamp Organizations (WOs) are Non-governmental/ non-profit organizations (NGO/ NPOs) affiliated with CCIVS (Coordinating Committee for International Voluntary Service) founded by UNESCO, UN in 1948 to assist & promote workcamps in the world. Each WO independently & freely organizes workcamps mainly in their own countries and cooperate by exchanging volunteers, etc.

In each workcamps, WOs cooperate with local partner organizations of governments or NGO/ NPOs.

< F. Project Finance >

Many WOs manage the running finances by **inscription fee** from volunteers & some are supported also by **governments, foundations**, etc.

Volunteers need to pay the travel cost to/from workcamps and fee to WOs in their own countrielks.

Food & accommodations are provided by local partners, though there are participation fee around 100-300 US\$ in some workcamps in Africa, Asia, etc.

< G. Common Aims >

To achieve **peaceful**, **healthy & fair world** by a) **Creating/ supporting voluntary movements for**

- ecology, human rights, self-sufficiency, etc.
- b) Activating and involving new people to local communities and NGO/NPOs.
- c) Promoting global understanding, friendship and solidarity.

For more details, please visit our website

1-2: What is NVDA?

An international **networking NGO** to promote **international voluntary service in Asia/ Pacific**.

It was started in **1997** by 11 NGOs in 11 nations and now consists of **30 NGOs in 20 countries/region**.

< A. Aims and Goals >

By developing international Voluntary service in Asia/ Pacific, we would like to:

- a) Improve local/ global situations of nature environment, culture, poverty & human rights.
- **b) Support local NGOs**, and self sufficiency and human development of **local community**.
- c) Promote friendship, understanding and solidarity among world youth and local people.

< B. Member Organizations >

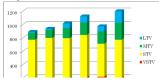
Full members

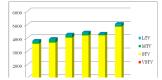
BWCA (Bangladesh Work Camp Association) **COM** (Charity-Oriented **Myanmar**) CYA (Cambodian Youth Action) **DALAA** Thailand DJ (De Javato Foundation) Indonesia DWC (DreamWalker China) FFN (Friendship Foundation Nepal) FSL (Field service & Inter-cultural Learning) India GF4GV (Green Volunteers for Green future) Sri Lanka **IIWC** (Indonesia International Work Camp) **IVP** (International Volunteers for Peace) **Australia** IWO (International Workcamp Organization) Korea JIA (JIA - Work Camp Coordination Center) China KNCU (Korean National Commission for UNESCO) MCE (Mongolian workCamps Exchange) MNCYA (Macau New Chinese Youth Association) NICE (Never-ending International workCamps Exchange) Japan RUCHI (Rural Centre for Human Interests) India SJV (Solidarity Jeunesse) Vietnam VIN (Volunteers Initiative Nepal) VPV (Volunteers For Peace) Vietnam VSA (Volunteer Spirit Association) Thailand VT (VotTra) Hong Kong/ China VYA (Vision Youth Action) Taiwan YSDA (Youth for Sustainable Development Assembly) Philippines

Associate members

GIED (Global Initiative for Exchange & Development) Philippines GREAT (Gerakan Kerelawanan Internasional) Indonesia GVC (Global Voluntary Camps) Singapore MOVE (Malaysian Organization of Volunteer Exchange) SMILE (Situational Management And Inter Learning Establishment society) India

Members organized 2,175 i.v.s. projects/ exchanged 27,675 vols. in 2010-11.





< B. Activities >

A) Regular Networking Projects

A1: TNW (Training & Networking Workcamp)

This is held every years together with the General Assembly of NVDA. **20-40 leaders of NGOs** from 10-20 countries participate. It aims; a) "New" NGOs can start international workcamps in their countries afterwards, b) NVDA members can develop their projects and management and c) Many common actions in Asia/ Pacific can be created. The 11th one was held in Japan, and the 12th one was held in Cambodia from Jan. 29 to Feb. 1, 2016.)

A2: General Assembly (GA)

This is held every year, together with the TNW. The 11th GA was held in Cambodia from Feb. 1 to 5, 2016.

B) Starting Workcamps in New Countries

14 countries/ areas started by NVDA members! (starting year/ national NGO/ co-organizing NGO);
China (97/ ACYF/ NICE), Cambodia (98/ KYDO/ NICE),
Thailand (99/ GW/ NICE), Indonesia (99/ IIWC/ NICE),
Vietnam (00/ VYF/ NICE), Mongolia (00/ MCE/ NICE),
Fiji (02/ FIVE/ NICE), Philippine (03/ YES/ IWO),
Malaysia (04/ YSM/ NICE), Laos (04/ PVG/ KNCU),
Vanuatu (06/ (none)/ IVP), Sri Lanka (06/ SL/ FSL),
Taiwan (07/ VYA/ NICE), Hong Kong (10/ VT/ VYA & NICE)

C) Improving NGOs and their projects

- © Training for Trainers with ASEF hosted by IWO in 2003 and by NICE in 2009.
- © Seminars for LMTV (Long/ Middle Term Volunteers)
- and **PR Coordinators** hosted by NICE in 2004 and 2010
- © **AEVTP project** with NICE and ASEF (Asia Europe Foundation) to research impact of workcamps in 2007
- © Evaluation of projects/ volunteers/ office work
- © Opening Finance of the organizations
- Opening Finance of the organizations
- © Making guidelines of volunteers exchange
- © Staff exchange among some member NGOs

E) Common Actions of NVDA

World Tanabata Action (on climate change)

Global action to prevent climate change by planting trees and writing Tanzaku papers!

- It was started in 2008 and in 3 years, + 15,872 tanzaku papers were collected
- + 15,672 tanzaku papers were
- + 822,831 trees were planted

 + 20,400 participants joined in 19 countries Some tanzaku papers were exhibited to the top leaders of the G8 Summit in Japan and also UNESCO Head quarter in France in 2008-09 (and also COP10 Conference on bio-diversity in Japan, Oct. 2010).

> For more details, see nvda-asia.org

2) Where/ when/ what are the programs?

< A. Where >

Around **3,000** projects in over **90 nations** in a year.

	2007		2005	2002
Europe	1768	61%	1623	1610
Africa	441	15%	374	267
Asia	480	17%	431	357
N. America	49	2%	78	103
L. America	133	5%	133	100
World total	2639		2639	2437

* Africa: including Middle East

* Asia: including Oceania

< B. When >

Most of projects in Eurpe & North America are held between **Jul.-Sep.** In Asia, Africa and Latim America, many are done also in other seasons.

(2007)	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Europe	2%	14%	82%	2%
Africa	14%	17%	57%	12%
Asia	18%	19%	45%	19%
N. America	0%	16%	84%	0%
L. America	10%	8%	60%	23%
World total	6%	15%	73%	7%

< C. What >

Various types of projects are waiting for you.

(2007)	ENVI	CONS	SOCI	CULT
Europe	37%	38%	12%	12%
Africa	33%	42%	24%	1%
Asia	26%	19%	40%	15%
N. America	30%	35%	29%	7%
L. America	55%	13%	18%	14%
World total	35%	32%	21%	12%

ENVI = Environmental protection including farming CONS = Construction for rural development including renovation and archeological works

SOCI = Social projects with disadvantaged people CULT = Cultural, peace, study projects and others

* The above statistics are measured by **NICE Japan** in 2008 and does not cover all the projects all over the world though most of them are included.

< D. Concrete program information >

Visit our member's site (UNA UK); http://www.unaexchange.org/project-search/ or our partner's site (VFP USA); http://volunteersforp.wpengine.com/projects/

* Of course, you can NOT apply through UNA/ VFP unless you are UK/ US residents and it is just for seeing the info.

< E. When announced & how often updated? >

Many NGOs announce annual program in March and both UNA and VFP will edit huge amount of info. that will be **ready to introduce in early April**.

The information is updated (add new projects, delete canceled/ full/ started ones, revise major change of projects such as dates and main works) for 2-3 times a months in peak season (Apr.-Jul.) and about once a month in other season.

But if you already find a project you'd like to join, you had better to apply quickly since it may become full while you are waiting for other new workcamps info...!

< F. Projects not introduced by UNA/ VFP >

If you find any projects info. on the website of NVDA member or partner NGOs which are not introduced by UNA/ VFP and which you'd like to join, please ask Kai/ Julie.

She will reply whether it is applicable (possibly by the reasons that the new project info. has not been announced to UNA/ VFP yet or is in process of being edited by UNA/ VFP) or not (possibly by the reasons that that organization has not updated the site frequently and the projects are already canceled/ full/ started or that it is a special project only for limited nationality/ profile of volunteers).

STEP 1. Agree with the concept & rules

Read all information on this guidance and understand the concept/ agree with the rules including the covenant/ get motivated!



STEP 2. Select choices of projects

Search the program info. (mentioned on the last page) and **decide** the choices to apply.

* Better choose as many projects as possible (no limit and you can write on another paper from the 6th choice. At least 3-5 choices would be better).

* There no more details for each program at this stage.

STEP 3. Send a form and fee

Fill in the application form and send it to NVDA General Secretary by attached file of e-mail. Also, please pay the inscription fee to the NVDA bank account

(see 5) Rule of the fee for more details). Then, NVDA will quickly send your applications to the host NGOs.

* **Unless receiving both** your form and fee, NVDA can **NOT** do placement (so, please confirm date & amount of your payment by e-mail as well).

- * See the guidance for the form before you will fill in.
- * There is **no specific deadline**. When it is full, it is not possible anymore. We cannot be sure if you can join it **TILL the host will confirm us**!! (**Don't** ask us whether it is full or not since the info. we send you is all what we know. Also, even if there are vacancies, they may still refuse you if genders/ nationalities are imbalanced or if you don't meet their qualification.)
- * The form should be attached together with this guidance. If not, ask the Secretariat or download it from the NVDA website.

STEP 4. Confirmation of acceptance

As soon as getting confirmation from the host NGO, **NVDA will inform you** with the code/ name/ dates of the project you are accepted!

* Usually, host NGOs answer **within a week** though it can vary between a day and a month (NVDA will **push**

- them to answer if it takes more than a week).
- * **If you are refused** (mainly by being full), then NVDA will immediately send your application to your **next**
- choices **without** informing you in each time of refusal. * So, in a **few** cases, it may take **more than a month** till you'll finally get the confirmation.
- * In case **all** of your choices are full, **NVDA will inform you** and you can choose new ones and **try again**!

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STEP 5. Preparation of participation

You will **prepare your travel by yourself** especially booking the flights and travel insurance as well as studying culture, society and language of the host country. In some cases, you'll also need to get a visa, a vaccination, etc. (please check by yourself!)

* Visa invitation will be sent by the host NGO if needed.
* You should NOT wait for the info. sheets to book the flights. Better to arrive at the host country by one day before the project start at latest and leave there one day after its end at earliest. Also, don't book the flights before STEP 4. if they charge cancellation or change fee (NVDA cannot compensate such fee).

- * You can travel before/ after the projects within a period the host countries define!
- * It'd be also useful to try voluntary service in your
- country beforehand in the same theme.

STEP 6. Information sheets

It will be sent **through NVDA**, in most cases by **one month before** the projects will start.

- This includes **necessary detailed info.** for your
- participation such as meeting time & point, how to go there, what to bring, emergent contact.

STEP 7. Joining workcamp(s)!

Enjoy your colorful & unforgettable days!!

STEP 8. Report and further actions

After your participation, NVDA will send you the **evaluation form**, so please fill in and send it back together with any essay & photo! Maybe, you can **form a new group** to promote workcamps with us!?

4) Qualification & your benefits

4-1: Qualification to be a volunteer

A. Best motivation for the voluntary work

(special good skills/ power are not necessary)

You don't need special power & skills (unless specified in the project information) but motivation is very important!

B. Responsibility to keep rules of NVDA & the partners and cooperation to run the project

C. Best efforts to understand/ respect cultures both of the hosts and other volunteers

D. Open mind to make friends with trying to speak English (and the local language)

You don't have to be able to speak English so fluently (unless specified in the project information), but it is still important to try to communicate (as well as some words of local language to the local people).

E. To adapt and enjoy simple conditions of the living such as food and accommodation

< Some more important points >

© Though it'd be very funny and dramatic time for you, **if** your motivation is **only** for enjoying holidays, please don't apply and do just travel.

© If it is more for voluntary service to make a better world and friendship with local people and other vols., you are **super welcome**!!

© There is also an **age limit** depending on each host organization (**usually from 18 to no maximum**!) and special requirements in some projects (if written on each program information). There are also some projects for aged under 18 called "Teenage workcamps".

© You can NOT apply directly to the host NGOs by the global regulation of international voluntary service by CCIVS. NVDA place volunteers who are living in the country where there are no workcamp NGOs. NVDA also cooperates with some national organizations of those countries.

4-2: What are the benefit?

By joining a project, you can;

- A) Get dreams and change the direction of life
- B) Get skills and knowledge of works and life
- **C)** Get **confidence**, cooperative **attitude**, physical and mental **power**, etc.
- D) Get good and colorful friends and nice time
- E) Discover the world in inter-cultural exchange

Also, the host NGO/ community can get;

- A) Physical/ mental support by practical works
- B) Raising local awareness/ actions/ cooperation
- **C) Bridges** between isolated groups and locals
- D) Activating communities by such and locals
- D) Activating communities by exchange/ works
- E) Personal growth of local people/ youth

More words from the Secretariat;

International voluntary project is an effective way to learn about foreign culture and society.

International voluntary project will enable you to interact with international society, deepen your understanding of other cultures, increase your respect to the differences and build your personal self-confidence and talent.

International voluntary project will enable you to gain many knowledge and experiences like how to organize international activities, how to manage a project from planning until evaluating, how to deal with local people and partners, even how to deal with yourself in facing different circumstances.

International voluntary project can enrich you with the values of life that will grow you more in a better way.

5) Rule of the inscription fee

Please read all sentences very carefully since they are very important!

5-1) Amount of Inscription fee

You need to pay the following amount to NVDA;

	Registration	Placement	Total
STV 1	30 US\$	150 US\$	180 US\$
STV 2	30 US\$	120 US\$	150 US\$
LMTV 1	60 US\$	150 US\$/ m	360 US\$ or more
LMTV 2	60 US\$	120 US\$/ m	300 US\$ or more

STV: Short Term Voluntary service less than **2** months.

- LMTV: Long/ Middle Term Voluntary service for 2 months or more
- * It does not matter whether STV and LMTV are workcamps (voluntary service of groups by living together) or individual service by 1-2 persons.

STV 1: First time to join STV through NVDA

STV 2: From second time to join STV through NVDA **LMTV 1**: First time to join LMTV through NVDA

LMTV 2: From second time to join LMTV through NVDA

* If you apply for two STV projects for the first time,

you need to pay 180+150=330 US\$.

* If you apply for 4 months of LMTV project for the

first time, you need to pay $60 + 150 \times 4 = 660 \text{ US}$ \$.

* If you apply for 3 months of LMTV project for the

second time, you need to pay 60 + 120 x 3 = 420 US\$.

5-2) Bank account for your payment

Bank name	Mitsubishi Tokyo UFJ Bank		
Branch name (code)	Shinjuku branch (341)		
Address of Branch	3-4-8 Shinjuku, Shinjuku-ku, Tokyo,		
	JAPAN (phone: 81-3-3341-9181)		
Swift code	воткјрјт		
Account Number	6519290		
Account Holder	NVDA (General Secretary KAIZAWA		
	Shinichiro)		
Address of Holder	2-1-14-401 Shinjuku, Shinjuku-ku,		
	Tokyo, JAPAN (phone: 81-3-3358-7140)		

* Payment is possible ONLY in US Dollars.

* NVDA needs to receive **full amount** (the bank charge has to be paid by the applicants). Otherwise, NVDA will send the invoice for the missing amount.

5-3) How the fee is used?

NVDA is a non-profit organization and Fee will be used for:

- a. Organizing NVDA workcamps and other actions in Asia
- b. Organizing workcamps in "new" countries in Asia
- c. Developing existing workcamps & their NGOs in Asia
- d. Office administration (e.g., staff's and communication)

* You can also see NVDA's finance on the website!

5-4) Other rules of the fee

A) Give up fee (cancellation by the problems in the hosting side such as all the choices are full, the project has been canceled after acceptance, the dates of the projects have been changed after acceptance, etc.)

First, NVDA can **try to find another place** for you in such a case without any additional charge. But if you finally decide to give up, NVDA will refund **ONLY Placement fee (Registration fee is NOT refundable)**.

B) Cancellation fee (cancellation by the volunteers' personal problems such as injury, illness, no flights available, visa was rejected, etc.)

NVDA does **NOT refund any amount** of your inscription fee.

C) Finding Alternative fee (change by the problems in the hosting side)

As mentioned in A), NVDA will **not charge any** additional fee (free)!

D) Change fee (change the volunteers' personal problems AFTER acceptance)

You need to pay again half of the placement fee additionally.

< No compensation by NVDA!! >

NVDA can NOT compensate any amount of money by any damage of your participation for example;

- + Cancellation/ change fee of **your flights** paid to the travel agencies **even when caused by cancellation/ change of the projects**
- + Medical cost when you will get sick/ injury
- + Personal compensation to others in any accident
- + Your money/ belongings were stolen/ broken/ lost.

5-5) Other expense to join workcamps A) Participation fee

Most of the projects in South & South East Asia/ Africa/ Latin America and **some** of the projects in Europe/ North America/ Japan, Korea, Australia change it that you need to pay on your arrival.

The exact amount is written in **each project or organizational descroption** (usually, between 100-300 US\$ per one project or month).

If not stated (many of Europe/ North America/ Japan, Korea, Australia), there is no participation fee.

B) Transportation

Most of volunteers use **discount tickets** for their flights through travel agencies (not buying directly from the airplane companies).

You also need to pay the **domestic** transportation between your home and the airport and between the airport and the project site.

C) Travel Insurance

It is VERY necessary to prepare it with enough amount by yourself since nobody can compensate to you in any case of accidents, etc. (some NGOs in Europe/ North America/ Japan, Korea also prepare insurance to the volunteers during the projects, but it is quite limited).

D) Other personal cost (for example)

- * **Travel cost** (accommodations, meals, transportation, etc.) before/ after the projects (and on the free days during the projects if you go out).
- * Free time cost (phone, drink, snack, souveniors, etc.)
- * Passport, visa and vaccination fee

< Keep in our mind.. >

Meals and accommodations, tools and materials of the works will be provided by the hosts. If there is no participation fee, it is covered by the local partners and also, the host NGOs need to use some part of the participation fee for their administration/ preparation, etc.

So, please don't expect that all of your money is used in the local side like your meals and accommodations!!!.

6) Covenant for applications

All applicants must agree with the following points in the application for the international voluntary projects of STV and LMTV including workcamps;

A) As a volunteer I shall control myself well (health, travel, etc) and join the activities positively by cooperating with others as well as respect the local culture and hosting organization.

B) I agree with and to pay the inscription fee to NVDA in my application.

C) NVDA is responsible to the works for application, the acceptance and the information sheet/s. I am responsible for booking the flights, travel insurance, vaccination, visa, traveling, etc. for my personal purpose.

D) I shall absolutely prepare for the travel

insurance by myself. NVDA can NOT compensates any lost because of my travel.

E) All of my actions abroad are just by my responsibilities. Even in case that I will be involved in any diseases, injuries, disasters, fire/traffic accidents, wars and other violence, robbery, hijack and other unexpected accident, I, my family and third person will never ask any compensation to NVDA.

F) I will often enough contact with my family/guarantee person. In case I do not do that, it is my personal problem and has nothing to do with NVDA.

Your name of approval on the Volunteer Application Form means to agree with all those above-mentioned points.

7) FAQ

Q1: By when should I apply? Any deadline?

A1: There is no fixed deadline for each project and when it becomes full, just no possibility. So, it is better to apply ASAP to have better chance of acceptance.

Generally, projects in South/South East Asia, Africa, Latin America, France, Germany, Turkey have more vacant places while places in many Western and Central European countries, USA countries become full quite quickly.

Q2: Can I know how many free places available in each workcamp? How sure is my acceptance?

A2: It is never sure to be accepted by the time we will get confirmation from the host organizations. Some NGOs/ projects decide acceptance depending on your motivation on the form while others accept you simply if there are free places (but they can still refuse you if there are already too many from the same gender/ nationality in that project.

Q3: What if all of my choices are full?

- A3: You will have three options:
- a. Select new choices and try more! (there is no limit for the number of your choices)
- b. Give up and cancel the participation.
- c. Postpone to next season/ year (you can postpone up to 3 years and all of your payment will be valid. In case you postpone and decide to cancel later on, the same rule as b. will still apply (we'll refund placement fee).

Q4: My family is worrying if it will be dangerous...

A4: Local people usually welcome volunteers warmly and many projects are located in peaceful remote areas, so it can be quite safer than trip for tourism or business.

But of course, the safety is greatly depending on your carefulness especially while you are traveling before/after the workcamps.

Nobody lost his/ her life by the projects among all of hundred thausands of volunteers to/ from NVDA members NGOs at least.

Q5: What if I get injury or sick?

A5: The project leaders or the local host will take you to the clinics/ hospitals and try anything necessary for you. You had also better to bring basic medicine especially if you have any special allergy, etc.

Q6: How can I go there? What should I bring?

A6: Please wait for and see the information sheets. For most of workcamps in Africa and Asia (except Thailand, Japan, Indonesia, Korea, etc), the staff of the host NGOs will kindly pick you up at the airports.

Most of projects in Europe, North America and above mentioned countries in Asia, you need to go to the project by yourself, but don't worry, the information sheets will guide you well and it is usually not difficult (quite nobody has failed to reach the projects in the world).

Q7: Can I arrive the workcamp later or leave there earlier?

A7: Basically NO. But if it is only for 1-2 days, you can ask the host NGOs AFTER the acceptance