**Agreement between**

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| --- | --- | --- | --- |
| **Centro Cultural Guanin, Inc.**No. 23, Community of la Piedra, Guerra,Dominican Republic**Represented by**:Elias Severino Hernandez |  |  | Second/Third party**Name.: Add your full name here**Address.: **Add here Street, City, Province and Country.**Hereinafter referred to as the 'Volunteer" |

**With reference to the completion of a flexible volunteer placement at La Piedra, Bani Concordia, Municipality of San Antonio de Guerra, Santo Domingo Este, Dom. Republic**

**Time period: Add time period here**

**At the Organization in the following area of activity:** *Summer Community Leadership, ESL Program for kids and adults, Working with kids, from 6 to 12 years old, Pre-med, Nursing, Environments, Organic Agriculture, Community Development, Community Economic Development, Teaching and Community Services Outreach Learning.*

**1 Purpose of the Volunteer placement**

(1) The Volunteer placement is intended to provide Volunteers with the opportunity to gain intercultural skills and qualifications for their personal and professional development through voluntary service in the host country, (Dominican Republic).

(2) Develop a working relationship between the Volunteer and the Organization.

**2 Location of placement, working hours, holiday entitlement**

(1) The placement location is La Piedra, San Antonio de Guerra, Santo Domingo Este, Dominican Republic.

(2) The head of the Organization is the placement supervisor.

(3) The Volunteer's working hours at the Organization consist of up to 40 hours per week, from Monday to Friday. The project management determines how the weekly hours are to be distributed across the individual days. Time spent in induction and training constitutes working hours.

(4) The Volunteer is entitled to a total of two days off at the weekend every week on placement. Any remaining holidays at the end of the placement are forfeited.

(5) The Organization has the right to amend this contract by means of separate service regulations and to make amendments to project specific conditions (for example, working days, code of conduct, sickness procedures and suchlike).

(6) From Friday to Sunday, weekend, the volunteer will be able to spend the weekend, following up the program schedule day by day and places.

**3 Time period of the Volunteer placement**

(1) The Volunteer placement commences on for a period of 1-2-3 to 4 weeks. Period **Add week program**

(2) The Volunteer is responsible for booking their own flights; hence the precise start and end date cannot yet be confirmed. However, the Volunteer is obliged to book a flight no more than one week after the start date specified in **3** (1).

(3) The date of arrival will class as the first working day.

(4) It is not possible to interrupt the Volunteer placement. After the time period specified in this agreement has elapsed all obligations and liabilities of the Organization will cease. This applies, in particular, should the Volunteer remain longer in the host country following the end of the agreed period of time specified in this contract.

**4 Conditions to be met by the Volunteer with respect to the placement.**

(1) The Volunteer hereby confirms that he/she:

(a) is 18 years of age.

(b) is in possession of either a secondary/sixth form certificate with vocational training or entrance qualification for a university of applied sciences or a general higher education entrance qualification or similar.

(2) The Volunteer hereby confirms that he is medically fit to complete the voluntary service in full. Volunteer will need to sign the physical medical form.

**5 Obligations of the Volunteer:**

(1) The Volunteer is obliged to actively take part in the accompanying summer community leadership program provided by the Organization. This includes all seminars and workshops on offer. Seminars charging a fee are not compulsory to attend.

(2) The Volunteer undertakes the responsibility for necessary medical checkups and immunization. The Volunteer is liable for any costs that may arise in relation to the issuance of a visa or residence permit in the host country.

(3) The Volunteer is committed to carrying out any tasks bestowed upon him by the Organization in a conscientious manner and will respect any house rules that are in place.

(4) Upon arrival in the host country, the Volunteer is responsible for registering himself promptly on the Embassy of his/her country crisis (this service is available on the website of the respective embassy).

(5) If the Volunteer does not comply with obligations specified in 8.1(a), after repeated requests to do so, the Organization hold the right to terminate the agreement without delay. In the event of dismissal without notice the Volunteer is not entitled to reimbursement of payments already made.

**6 Obligations of the Organization:**

(1) The Organization is committed to providing a Volunteer placement in accordance with the current version of the agreement, safe, clean and quality, handbook.

-will support the Volunteer in the application for and acquisition of all documentation required in order to start and complete his voluntary service.

-will be being available as a point of contact to the Volunteer for the entire duration of their service and will help the Volunteer to make all necessary arrangements for successful completion of their placement.

(2) The Volunteer will receive the following from the Organization.

a) Accommodation (according to project description)

b) Catering (local fare ***/*** according to project description)

c) Local assistance

d) Airport transfer in the host country (arrival and departure)

e) Emergency phone line, always manned by an English speaker

**7 Costing and financing of the Volunteer placement**

(1) Program fee, 1 week US$735, 2 weeks US$1,470, 3 weeks US$2,100, 4 weeks US$2,660

(2) The Volunteer is to pay a contribution to the sum of **US$**. **Add number here** to the Organization.

(3) The contribution is to be paid within 15 days before departure in the host country to an authorized representative of the Organization. The Volunteer will receive receipt of payment from the Organization and tax write off certificate.

**8 Premature terminations of the Volunteer placement / termination procedures**

(1) The Organization is entitled to terminate this agreement ahead of schedule if there is good cause to do so Good cause shall be deemed to exist in the event that:

a) The Volunteer demonstrates a behavior in the host country that is likely to endanger the good reputation of the Organization, drugs abuse, alcohol abuse and other prohibited drugs or in the event of other significant infringements of agreement.

b) Health reasons, confirmed by a medical professional, prevent the continued stay in the host country.

c) There is danger to life and limb (for example; war, catastrophe, internal unrest in the host country).

d) The Volunteer does not start his stay. In the event of premature termination brought about by the Volunteer (e.g. for reason listed under 8 (1) a) and d), then the Volunteer is not entitled to reimbursement of payments made. In the event of premature termination brought about through no fault of the Volunteer (e.g. for reasons listed under 8 (1) b) and c), then the Volunteer is entitled to partial reimbursement of payments made. This will be paid to the Volunteer by the Organization in cash prior to his departure.

**9 Effectiveness of the contract**

This agreement shall only take effect when:

a) - both parties have signed the agreement

b) - the contribution specified in 7 is paid in due time

c) The agreement between the parents if the volunteer is under 18 years old

**Centro Cultural Guanin, Inc.**  **Volunteer/ Parent**

Elias Severino Hernandez Date here Add your name here Date here

 (Representive) (Date) (Signature) (Date)