



มูลนิธิคุณพ่อเรย์

FATHER RAY FOUNDATION

Volunteer Agreement

Thank you for your application package to become a volunteer at the Father Ray Foundation. We have approximately 850 orphaned and neglected children as well as students with disabilities under our care, so we have to be sure that we have the right people assisting us. We therefore have to check references to make sure that they are all genuine. It is not that we do not trust anyone; it is just that there are some people in this world who would wish to harm our children.

Before we can officially offer you a volunteer position, we require 2 references and a Criminal Record Check. If you have been living abroad for the past year we then require a Criminal Record Check from that country. We will then ask you to sign and agree to the Volunteer Agreement.

If you have any questions, please ask.



Luke Woodcraft
Volunteer Coordinator

DRESS CODE

When volunteering with us we ask you to remember that you are in Thailand and respect the dress codes and decorum of the Thai people.

- Fisherman trousers cannot be worn at the projects or in the dining room.
- Shoulders must be covered at all times including in the dining room.
- We ask volunteers not to wear hats unless they are outside. Hats should be removed when inside.
- When swimming at the foundation, a swimsuit should be worn. Bikinis are NOT appropriate.
- At all times, men must refrain from wearing earrings, and women must wear only conventional earrings. No nose rings/studs, tongue piercings or facial piercings or facial tattoos. This is for safety reasons as a child could pull any piercings and hurt either them or you.
- We require volunteers to make a one-off payment of 1,000 Baht (approximately \$30 USD) for a uniform (polo shirts and/or t-shirts)

DRESS CODE

Specific dress code information as follows:

Pattaya Redemptorist Technological College for People with Disabilities and Father Ray School for Children with Special Needs:

- Father Ray Foundation polo shirt
- Long trousers or a skirt to the knees
- Smart/casual shoes/trainers, females are able to wear smart sandals(no flip flops)
- We remind people that teachers are highly respected, you must dress accordingly

Father Ray Children's Village, Father Ray Children's Home, and Pattaya Redemptorist School for the Blind:

- Father Ray Foundation t-shirt
- Long trousers or knee length shorts or a knee length skirt
- Closed shoes, trainers, flip-flops or sandals

Father Ray Day Care Center

- Father Ray Foundation t-shirt
- Long trousers (elephant pants are acceptable)
- Skirts are NOT suitable
- Flip-flops or sandals

VISAS

- It is your responsibility to make sure you have a valid visa for entering Thailand. You must apply at the Thai Embassy or Consulate in your own country and obtain, if possible, a multi-entry non-immigrant visa.
- Please let us know where you intend to apply in order for us to send you a confirmation letter of your stay with us, you need this letter to apply. You are responsible for paying for your visa as well as your "visa runs". In Thailand, you must leave the country every 90 days (depending on your visa) to get a new stamp in your passport. The volunteer coordinator will help you organise this while you are here.
- Please do **not** contact any embassy or Consulate and say that you are coming to "work" in Thailand. You are not coming to work, you are volunteering.

VACCINATIONS & MEDICAL INSURANCE

- You **MUST** talk to your own doctor several months before leaving your country to get medical and vaccination advice.
- **All volunteers MUST have their own medical insurance.**
- Volunteers without suitable insurance will be asked to leave.

RULES & REGULATIONS

1. English is the common language; please respect your other volunteers.
2. You must consult the Volunteer Coordinator on the following matters:
 - If you leave Pattaya at all, as we have the responsibility to know where you are.
 - If you are sick and must miss attending the projects and/or go to the hospital.
 - If you need a visa extension or to go on a visa run.
3. All full time volunteers should attend the weekly meetings with the Volunteer Coordinator. These meetings take place on Tuesday afternoons at 4.30pm
4. All volunteers have 1 - 1 ½ days off a week, but will be required to assist from time to time with special events.
5. Volunteers cannot book any holidays during your time with us.
6. You must adhere to the 'Child Protection Policy', which will be given to all new volunteers on arrival.
7. Smoking is NOT allowed whilst at the different projects (volunteers can smoke, just not at the projects).
8. The consumption of alcohol during volunteering hours is forbidden. Anyone found drinking alcohol during these hours, or under the influence on duty will be asked to leave.
9. Any volunteer found to be in possession of, under the influence of, or reported to have been on illegal drugs will be asked to leave the Father Ray Foundation.

RULES & REGULATIONS

10. The Thai Royal family is highly respected by the Thai people. Do not show disrespect to any member of the Royal family, any image of the royal family or statue of the royal family, living or dead. Any volunteer showing disrespect will be asked to leave immediately.
11. Volunteers should not have overnight guests in their room.
12. Volunteers should seek permission of guests visiting their rooms prior to their arrival.
13. Please refrain from swearing whilst working or representing the foundation.
14. The hotel is part of a religious foundation, so a level of respect is expected.
15. Phones, books, tablets and electronic devices are not allowed during working hours unless required (for example: teaching).
16. It is strictly forbidden to have any contact with children on social media, or any other form of communication without prior permission.
17. If you wish to socialize or arrange activities with students or children outside of working hours, it must be arranged and the appropriate permission must be granted beforehand.
18. Meals are only provided to full-time volunteers living at the hotel unless an agreement is in-place with the volunteer coordinator.
19. It is not appropriate to give students or children candy or sweets at anytime. Please refrain from doing so.

If a volunteer does not attend their scheduled work for a good reason, is unable to volunteer due to chronic ill health or intoxication, or behaves in a manner which will bring the name of the Father Ray Foundation into disrepute then they will be asked to leave.

THE VOLUNTEER AGREEMENT

- YES NO I have read **THE VOLUNTEER AGREEMENT** and the **RULES & REGULATIONS**.
- YES NO I have seen a generic copy of **VOLUNTEER'S DUTIES**.
- YES NO I am willing to undertake duties designated by the Father Ray Foundation.
- YES NO I am willing to volunteer for a minimum of a full term and a summer camp (5 and ½ months).
- If **NO**, please state how long you will volunteer
- _____
- YES NO I need a letter of introduction to obtain a non-immigrant visa.
- YES NO I will see a doctor and get all the necessary vaccinations.
- YES NO I will purchase medical insurance prior to entering Thailand. This should include cover in case of emergency repatriation.
- YES NO I am willing to teach English at the Technological College for People with Disabilities, the School for Children with Special Needs and the School for the Blind, or where is required at the time of volunteering.
- YES NO I am willing to work in the various projects at the foundation including the School for the Blind, Day Care, Special Needs Center, the Children's Home and the Children's Village.
- YES NO I am aware that I may be required to work with children or adults with special educational needs or learning difficulties.
- YES NO I am aware that I may be required to work at special events including Sundays and some evenings.

THE VOLUNTEER AGREEMENT

YES NO I will make a one-off payment of 1,000 Baht (approximately \$30 USD) for a uniform (polo shirts and/or t-shirts).

YES NO I will respect the dress codes.

YES NO I will not take any leave (holiday) whilst at the foundation.

YES NO I will respect all **THE RULES AND REGULATIONS/VOLUNTEER AGREEMENT.**

YES NO Do you have any medical conditions or needs that we need to be aware of?

YES NO Do you have any medical conditions or needs that will affect your work?

YES NO I have enough funds to support myself during my time in Thailand, including visa runs and return flights home.

YES NO I am aware the foundation is not in the position to offer me any financial support.

YES NO I give permission for the foundation to use any pictures or videos that I may appear in.

Name: _____

Signature: _____

Date: _____

Please return this form to: Luke Woodcraft
Volunteer Coordinator
luke@fr-ray.org