



## Volunteer for the Visayans Terms and Conditions

Volunteer for the Visayans is a not for profit, NGO, incorporated in Tacloban City, Philippines. In these terms and conditions, and agreement, "you" and "your," and "the volunteer" refers to the applicant, the participant signing the form. "We" and "our" refers to Volunteer for the Visayans organization. "Placement" refers to your volunteer project where you will be volunteering. Volunteer for the Visayans will do its best to accommodate you with your preferences in placement and home stay, and set up projects according to your skills and knowledge.

### Terms and Conditions

Once we receive your application, and references, we require a **non-refundable deposit of US\$150** to secure your volunteer placement with our organization. This deposit will be applied to your overall volunteer fees. We accept payments via **wire transfer**. This deposit covers all costs incurred with the arrangement of your volunteer project so regrettably we are not able to refund this deposit at any time if you happen to **cancel** your application.

Once we have received your deposit, your full application, and references, we will work on your **placement details** here in the Philippines. You will receive a **pre-departure packet** that will assist you with your preparations for your experience in the Philippines. Volunteers are responsible for making their own travel arrangements. Once flight details have been confirmed, please email us your flight information so we can arrange for someone to meet you at the airport. The **pre departure packet** will also contain information about arranging your visa at home prior to arrival.

Final payment for the entire program fee is **due 60 days prior to your arrival** in the Philippines. For arrangements that are made within 60 days of arrival, **full payment** is expected immediately.

## Cancellation and Refund Policy

If the volunteer  **Cancels**  prior to the start of the program, only a portion of the payment will be  **reimbursed** , depending on the how much advanced notice we receive in regards to the cancellation. In addition, the fee for the bank transfer reimbursement will be  **deducted**  from the amount reimbursed to the volunteer

- ✳ 30+ days, Volunteer for the Visayans retains  **25%**  of the program fee.
- ✳ 15-29 days, Volunteer for the Visayans retains  **50%**  of the program fee.
- ✳ 1-14 days, Volunteer for the Visayans retains  **75 %**  of the program fee.
- ✳  **US\$150**  non refundable deposit
- ✳ No refunds will be made if the participant withdraws after the program start date.
- ✳ No refunds will be made for unused portion of the program or because of participant's  **failure**  or inability to participate in  **Volunteer for the Visayans**  programs.

## What is included in the program fees?

- ✳  **Pre-departure packet**  to prepare you for your placement
- ✳ Support for any of your  **pre-trip**  questions
- ✳ Airport  **pick-up and drop-off**
- ✳ Orientation to Filipino culture and introduction to the local  **Waray-Waray**  dialect.
- ✳ Placement with a  **host family**  and two Filipino meals a day.
- ✳ Support from organization representatives
- ✳ Tour of Tacloban City
- ✳ Two excursions
- ✳  **Sponsored Kid Day**
- ✳ Farewell Dinner before departure

## What is not included in the program fees?

- ✳  **All**  travel expenses to and from the Philippines
- ✳ Visa expenses
- ✳ Personal expenses

## Accommodation

Volunteers will stay with a local host family. You will be provided with your own bedroom, electric fan, mosquito net, bottled water and toilet paper althroughout your program. In most cases you will have to share a bathroom with the family. In rural areas, the bathroom may be located outside the house. Rural home stays should have electricity, but may not have running water. It is important to realize that bathroom and living standards in the Philippines are below western standards and will be very basic.

If the volunteer goes away for the weekend or out of town for a night, you will do so at your own expense and be responsible for your accommodation fees. You will not be reimbursed by the program for the nights you are away from their home stay.

If volunteers want to transfer home stays, they must have a valid reason for wanting to move. We will use our discretion about whether or not it is a valid reason or not to move you. It is our policy that volunteers must stay with their home stay at least two weeks before we relocate you to a new family.

Staying with a host family is part of our program. We don't permit volunteers to move out and live on their own with a friend or in their own apartment. If a volunteer decides to do this, they will leave the program entirely and live on their own here in the Philippines. It can be offensive to the family if the volunteer does not stay at their home stay. The volunteer is expected to inform the family when they go out of town or if they will miss a meal out of respect to the family so they know when to prepare meals for you.

## Food

Volunteers will be served two meals a day; breakfast and dinner, which is included in the program fee. Volunteers may have an option to eat lunch at the home stay without paying the family, as it is a practice for Filipinos to invite their guest to every gathering they have.

Volunteers should inform the family if they have any dietary restrictions so the family knows what foods to prepare for you.

If the volunteer goes away for a night, or out of town, you will do so at your own expense and be responsible for all expenses spent on food.

You will not be reimbursed by the program for the meals you missed at your home stay.

## **Airfare**

You are responsible for arranging and paying for your own roundtrip airfare to the Philippines. We are **not responsible** for any fees incurred if there are any changes made to your travel itinerary.

## **Expenses**

You are responsible for all of your personal expenses throughout your stay here in the Philippines. This includes daily transportation to and from your placement while you are volunteering. In addition, the volunteer will **have to pay for any additional excursions** other than the two that are included with the program, if they are arranged.

## **Visas**

Tourists can enter the Philippines without a Visa and **stay for up to 21 days**. Once in the country, you can extend your visa as many times as you like, for up to a year. If you plan to come here for longer than three weeks, we recommend arranging a tourist visa prior to your arrival in the Philippines. You should contact your **local Philippine embassy** to find out more about the application process for the visa in your country. Search for your local embassy at [www.embassiesabroad.com](http://www.embassiesabroad.com).

Volunteers are responsible for all costs regarding the visas extensions. Visa extensions can be sorted out at the **Bureau of Immigration** in Tacloban City.

## **Traveling**

Volunteers are permitted to travel out of town on weekends but **Volunteer for the Visayans** is not at all liable for you once you are away from Tacloban and you will travel at your own risk. Your home stay should be aware of your travel itinerary as well as our staff in case anything happens while you are away. We are **not liable** for any loss from bodily injuries, death, loss of property, or terrorism acts that are incurred while traveling outside of the program.

You are here to volunteer so we don't permit traveling for extended periods of time during your program, for volunteers that come for a short amount of time. Extended travel should be arranged prior to the program or after the program. If you are absent from your volunteer project for a week at a time, without the consent of your placement director, you will be terminated from the program (refer to our termination policy). Any days absent from your placement must be arranged ahead of time with the director of your program.

### **Our services to you**

**Volunteer for the Visayans** is responsible for your airport pick up and arrival, orientation, and arrangement of your placement and home stay. We will also arrange for local excursions to **Santo Nino Shrine and MacArthur Park**. Our staff will be available for guidance, and support, to help you with your adjustment in the Philippines. During the week you can contact us **Tuesday through Sunday 7am to 5pm**. In emergency you can contact us **24 hours a day, 7 days a week**.

**Aldous B. Moro (VFV Director) – 09275519106**

**Eugene C. Sosing (Volunteer Coordinator) – 09279715345**

### **Your Obligation to us**

- ✦ You will take care of and be responsible for any damage caused by you or your guests at your accommodation.
- ✦ You may not bring guests to your placement without the consent of the person in charge.
- ✦ You are expected to respect the Filipino culture and beliefs, work responsibly at your placements, adhere to any dress code requirements, respect your host family, and avoid drugs and illicit substances.

### **Medical Responsibility**

It is your responsibility to seek **medical advice** and have a check up prior to traveling to the Philippines. You should also make sure you have all recommended **prescriptions and medications** you need while you are away from your home country. It is your responsibility to take good care of yourself while in the Philippines and to stay as healthy as possible by being aware of the food and water you consume.

It is important you are in sufficient physical and mental health to participate on our volunteer programs and you don't have any **physical or mental problems** that will hinder your participation in our programs.

It is your responsibility to seek medical insurance that will cover you while you are away. Check with your current medical insurance and find out what their overseas insurance policy is prior to coming to the Philippines.

## **Termination of Agreement**

Volunteer for the Visayans has the right **to terminate** your agreement with our organization if we decide you are not fulfilling your obligations:

- ✳ If we discover that you **failed** to provide us with truthful information about yourself through your application process.
- ✳ If your behavior is causing **danger** to others, or significant distress to employees, volunteers, or children at your placement, or home stay.
- ✳ If you continually **fail to carry out** your responsibilities at your placement.
- ✳ If you are absent from your placement for a week or more without the arrangement and permission from the director/head of your placement.
- ✳ If you **fail to obey** the laws here in the Philippines or you are involved with illicit substances.

Depending on the circumstances, if you are asked to leave the program, you may still be allowed to remain in the Philippines until your scheduled departure date. This will be determined upon our discretion depending on our reasons for terminating your agreement with the program. However, you will be asked to leave your home stay and may not return to your placement. In this case, you may no longer seek the support or advice from our organization.

If you **disobey** the local laws of the Philippines, legal action will be taken against you. In addition, you will be immediately **dismissed** from the program

In the event of termination, you will be responsible for arrangement of transportation back to your home country. You will receive **no refund**

for the money you paid. We will take **no responsibility** in any expenses you may incur while making these arrangements.

If you terminate your contract with us for personal reasons after you have started your program but prior to your expected completion of the program, you will be responsible for any consequences of your decision. **Volunteer for the Visayans** will no longer be responsible for you once you have left your placement. We will **not refund** any amount of the program fee after the start of the program. We will no longer be responsible for your welfare or safety after you decide to leave your placement.

### **Agreement and Waiver**

By signing below, you certify that you have read and understand the volunteer's **terms and conditions** to volunteer with **Volunteer for the Visayans**. You understand that you fully assume all responsibility for your travel, health, safety, loss, death, bodily harm, and sickness and that you are prepared to accept all risks. You release **Volunteer for the Visayans** from any and all liabilities for claims of any type or description, including those with respect to any injury or losses, including personal injury, sickness, disease, or death or damage to person or property.

Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Please date and sign the terms and conditions. Either scan and email the signed forms to [info@visayans.org](mailto:info@visayans.org) or mail to:

**Volunteer for the Visayans**  
Brgy. 64, Lot 63, Cluster II  
Bliss Sagkahan, Tacloban City  
Leyte, 6500  
Philippines (053) 325- 2486