

## **APPLICATION PROCESS**

VSI views participation in an International Volunteer Project as one part of a process which includes application, preparation, participation and evaluation.

How to apply for an international volunteer project:

1. Please ensure that you have read and understood the introduction pages and conditions of service.
2. Complete both sides of the application form in **capital letters** with a **black pen**, ensure you **sign it**.
3. Return the completed application form with the appropriate **Project Placement fee** (see reverse of application form for details) made payable to VSI. **Do not send cash in the post.**
4. VSI will inform applicants in writing when they are accepted for a project or if there are no vacancies. This will usually be within two weeks but in some cases can take longer.
5. Two confirmation slips are sent to you. Send one back to VSI and the other to the SCI branch or partner organisation who are organising the project (the address will be on the bottom of the form).
6. The **Project Information Sheet**, which includes more info on the project you are going to, is sent to you at least 4 weeks before the project starts.

### ***Joint Applications***

If you want to apply with a friend, please send your applications together with a note of explanation, including whether or not you would accept separate places. Although we do our best to find places together, we cannot guarantee it.

### ***Cancellations and Refunds***

***If you have to cancel your application, please let us know immediately. Once placed on a project of your choice, you will not be entitled to a refund of your Project Placement fee, apart from in exceptional cases. However, if we are unable to place you on a project, we will refund your fee.***

### ***Project Placement Fees 2008***

VSI is a voluntary, non-profit organisation so we need to charge each volunteer a Project Placement fee. This fee includes administration costs involved in your placement, insurance cover while taking part in projects in Western Europe/ North America (contact VSI for details of cover and limitations) and membership of VSI for 2008. During the year you will receive several news bulletins keeping you up to date with VSI news, events and volunteer opportunities both within and outside of VSI.

### **IMPORTANT: DO NOT SEND CASH IN THE POST.**

	<b>Projects Abroad</b>	<b>Irish Projects</b>
<b>Unwaged:</b>	€ 80.00	€ 50.00
<b>Students:</b>	€ 90.00	€ 60.00
<b>Wage Earners:</b>	€ 125.00	€ 70.00
<b>Extra project fee:</b>	€ 40.00	€ 40.00

If you already are a member of VSI deduct the membership fee you paid (€27.00 wage earners; €14.00 for students and unwaged). If you would like to take part in a second project there is an extra charge of €40.00. Please enclose your fee with your application form and send it to the VSI office. VSI volunteer opportunities are open to everyone, we won't turn anyone away because of financial restrictions, please contact the office.

### **Preparation Workshops**

As well as giving practical advice and information on travel, money, insurance, what to bring etc. the Preparation Workshop goes into more detail about the role and benefit of International Volunteer Projects, guidelines for participation etc. Child and Vulnerable Adult Protection Training will be provided at the Dublin Preparation Days for all volunteers who require it. **IMPORTANT: Child and Vulnerable Adult Protection Training is compulsory for those volunteers participating in projects with or around children or vulnerable adults.**

**IMPORTANT: Attendance at the Preparation Day is compulsory for first time volunteers and encouraged for experienced participants.**

Please indicate below in order of preference (1, 2, 3) which Preparation Workshop you will attend.

Dublin: Saturday 17<sup>th</sup> May (daytime)

Dublin: Wednesday 4<sup>th</sup> June (evening)

Cork: Saturday 17<sup>th</sup> May (daytime)

Galway: *If you would like to attend a Preparation Day in Galway please contact the office.*

### **Evaluation Workshops**

These are recommended to all volunteers. You are given the chance to meet other volunteers and to talk about your project experiences – positive and negative ones. We use the workshops to improve the programme. You will also discover details of other activities and opportunities to get involved with in VSI.

***Evaluation Day October 2008 in Dublin, Cork and Galway (More details later)***

I confirm that I will attend a VSI Evaluation Day:

Please indicate the city where you will take part: \_\_\_\_\_

### **Emergency Contact**

Name: _____
Address: _____
Phone: Mobile _____ Phone: Work/ other _____
Email: _____

**VSI/ SCI expect all volunteers to participate in the whole programme including preparation and evaluation. I have read and understood the conditions of participation.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about VSI? \_\_\_\_\_

**Voluntary Service International  
30 Mountjoy Square, Dublin 1  
Tel: 01-8551011 Fax: 01-8551012**

**info@vsi.ie  
www.vsi.ie**

# VSI Application Form 2008



IE-VSI

1. Surname/ Family name
2. First name
3. Sex (F = female M = male)
4. a) Date of birth (day/month/year) b) Age
5. Nationality
6. Present occupation (if student, state subject)
7. Address where we can send the project information to. Include full address including town, postal code and country  
Is this your permanent address?  
YES / NO
8. a) Home number  
b) Mobile / work number  
c) Email address
9. Emergency contact: the name and phone number of a person who should be contacted in case of an emergency
10. Passport number
11. Give details of your voluntary/community work experience (including projects both within and outside of SCI)
12. a) Why do you want to do a project with SCI? (where an extra motivation letter is requested, use separate sheet of paper)  
b) What do you think you can contribute to an SCI project as a volunteer?
13. a) Mother Tongue  
b) Other languages you speak. State language: G for good, F for fair, S for slight, (e.g. English - G, Spanish - S, if you speak English well and a bit of Spanish)
14. a) Special wishes, e.g. vegetarian/halal /kosher food, if you want to take a child with you (state child's age)  
b) Any serious accidents, illnesses, disabilities, allergies, regular medication. SCI aims to provide volunteer opportunities to all. All information provided in this form is for the safety and wellbeing of all participants and will be shared only when appropriate.
15. Projects chosen in order of preference. Put project code, name and dates e.g. BE-VIA 6.2 De Wroeter 12/07-26/07
16. Motivation: answer the following questions for each of your choices.
  - a) Repeat name of each project
  - b) Why have you choose this particular project? What do you expect from it?

**If you wish to take part in more than one project, please copy/print this form and send in a separate form and fee, listing project choices in priority order.**

**Side 1 of 2 - please complete and sign the other side**

DATE RECEIVED (Office Use Only)

<b>1</b>	<b>2.</b>	<b>3.</b>
<b>4a.</b>	/ /	<b>b.</b> <i>Years Old</i>
<b>5.</b>	<b>6.</b>	
<b>7.</b>		
<b>8.a.</b>		
<b>8.b.</b>		
<b>8.c.</b>		
<b>9.</b>		
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<b>11.</b>		
<b>12. a.</b>		
<b>12. b.</b>		
<b>13. a.</b>		
b.		
<b>14. a.</b>		
b.		

<b>15. 1. Code Name Dates</b>
2. Code Name Dates
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5. Code Name Dates
6. Code Name Dates

<b>16. 1. a</b>	b.
<b>2. a</b>	
b.	
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<b>4. a.</b>	
b.	
<b>5. a.</b>	b.
<b>6. a.</b>	
b.	

*Please use this form to apply for ONE project only. You can list up to 6 project choices in order of preference. Please fill in this form using clear English, CAPITAL LETTERS and a black pen.*