

營隊規則及規範評核表 Program Rules and Regulations Evaluation Table

- (一) 欲參加活動之青年如有特殊疾病（包括心臟病、腦血管疾病、糖尿病、精神病、癲癇症、傳染疾病）或其它可能發生身體重大不適症狀（如懷孕等）足以影響活動之進行者，請勿報名參加。否則如因此發生意外事故應自行負責。
Applicants who have special medical conditions (including heart problems, diabetes, hypertension, epilepsy, pregnancy, etc.) that may affect their ability to serve are not encouraged to participate in this volunteer program. If they do, applicants will be personally responsible for taking care of their own medical conditions while participating in the volunteer program. The sponsors will not be held liable for any damages or accidents that occur as a result of applicants' health conditions.
- (二) 參加活動之志工應在當地辦妥個人醫療保險，如未依規定辦理者，一律不接受報到。
Volunteer participants must purchase medical insurance at their respective places of residence prior to attending the volunteer program. Otherwise, their participation will be denied.
- (三) 服務期間志工因疾病送醫治療，應自行負擔醫藥費，志工及其家長不得向主辦單位、承辦單位及服務學校提出任何要求。
The sponsors, implementing unit or service school will not be liable, nor be willing, to pay any medical expenses incurred by its volunteer participants. Also, any requests for financial compensation for medical costs from the volunteer participants or their parents will be denied.
- (四) 參加活動之志工應無異議接受分發之服務學校；分發確定後，並不得藉任何理由要求更改。
Once admitted to the designated program and assigned to the service schools or institutions, volunteers will not be allowed to request any changes.
- (五) 參加活動之志工俟班機確定後，請儘速上網填寫班機確認表。
The volunteer participant should fill in his/her flight information online at <https://register.ocac.gov.tw/info> as early as possible.
- (六) 參加活動之志工如有提早報到或延遲離營，其所需膳宿、交通等費用請自理。
The volunteer participant must take full responsibility for his/her own expenses of accommodations and ground transportation if he/she arrives earlier or leaves later.
- (七) 營隊活動期間志工必須守時，遵守團體紀律及主辦單位、承辦單位及服務學校之各項規定，除病假外，不得無故缺席或請事假外出，否則將取消其參加資格，並不予核發志工服務證明。
Volunteer participants are expected to attend every scheduled activity of the program and comply with the regulations of the sponsors, the implementing unit or service school. Only sickness will be accepted to excuse the participant's absence from classes, lectures, or any other mandatory activities. Otherwise, the participant will be denied continued participation in the rest of the program and will not receive the certificate of volunteer services.
- (八) 因應新冠肺炎疫情防疫考量，志工於活動期間應做好個人衛生，除飲食需求外，務必全程配戴口罩，並於課後避免不同寢室、不同小隊間交流，以減少病毒傳播機會。
To avoid coronavirus transmission, volunteer should practice good hygiene and must wear a face mask during the term of the program except consuming food/beverages. In addition, volunteer should avoid visiting other participant's room and other team to prevent the spread of the virus.
- (九) 為安全考量，志工於活動期間不得離開營區或服務學校、無故請假，或參與其他活動。
During this program, volunteer participants should not take part in other programs or tours, or leave campus (or service school) without permission.
- (十) 禁止在活動期間飲酒、賭博、吃迷幻藥等。
Alcoholic beverages, gambling, and illegal drugs are strictly prohibited during this program.
- (十一) 志工於活動期間須於晚間 11 時前返回自己房間，不得逗留在其他房間或外出。
Volunteer participants are not allowed to go out after 11:00PM, or stay in any other participant's room or outside of their own rooms.

- (十二) 志工在活動期間不接受輔導及不遵守規定事項，或因自身因素致發生意外事故，應自行負責，主辦單位、承辦單位及服務學校除有重大過失，對於該志工不負任何賠償責任。如有任何爭議皆依中華民國法律處理。

Volunteer participants are personally responsible for any accidents that occur as a result of not following the advice, rules, and regulations stipulated by the volunteer program, or as a result of causes which can be attributed to them. The sponsors, implementing unit and service school will not be held in any way liable for any negligence on the part of the Volunteer participants. If there are any disputes which may arise, the laws of the Republic of China will prevail.

- (十三) 參加活動之志工來臺後，應遵守活動規定，若有違反，主辦單位有權依承辦單位及服務學校評定，中止其繼續參加活動，並通知其家長及在臺監護人。

Volunteer participants are to abide by the rules and regulations of the volunteer program outlined in the Volunteer Program Handbook. Any participant who deviates from these rules and regulations will be subject to probation and a permanent disqualification from the volunteer program according to the evaluation of the implementing unit and service school. The sponsors of the volunteer program reserve the right to inform the parents, guardians, and/or relatives of the participant-in-question if such circumstances occur.

- (十四) 主辦單位須為參加者投保定額意外險與醫療險，建議參加志工可加購更高金額的意外與醫療險。

The sponsors will provide accident and medical insurance during the volunteer program. Volunteer participants are recommended to purchase additional insurance policies.

- (十五) 志工因違法行為或其他歸責於志工之事由，致遭政府治安機關羈押或留置時，應由該志工自行負責，與主辦單位、承辦單位及服務學校無涉，並負責賠償本活動主辦單位、承辦單位及服務學校因此所受之一切損害。

Any infractions of the laws of the Republic of China or evidence of contribution to such infractions, resulting in punitive actions by the Republic of China government and/or law enforcement officials toward volunteer program volunteer participants, will be the participant's own responsibility. The organizers, implementing unit and service school will not be held responsible or liable for any such actions. In addition, the sponsors, implementing unit and service school reserve the right to request for compensation from the participant, the participant's family and/or relatives, for any inconveniences or damages caused by the individual.

- (十六) 志工攜帶行李應力求簡單輕便，不得攜帶任何違禁品及保育類動物製品。

Volunteer participants are encouraged to pack lightly. Contraband articles and products made from endangered species are prohibited.

- (十七) 因病或其他重大原因無法上課或參加活動，須事前向主辦單位、承辦單位或及服務學校請假（備證明）；若需請假離營者須取得主辦單位、承辦單位及服務學校同意。

Volunteer participants who are unable to attend classes or activities because of health complications or other matters of significance should notify the organizers, implementing unit and service school in advance (a written explanation from parents is needed). Permission from the organizers, implementing unit and service school is needed if the participant has to leave the program for the aforementioned reasons.

- (十八) 為利承辦單位及服務學校評定作業，增列「英語服務營志工應遵守紀律規範評核表」（如附表），以杜爭議。

To facilitate evaluation by the implementing unit and service school, the Volunteers Evaluation Table for English Teaching Volunteer Service Program's Disciplinary Rules (as below) has been added to avoid dispute.

英語服務營志工應遵守紀律規範評核表

Volunteers Evaluation Table for English Teaching Volunteer Service Program's Disciplinary Rules

序 Order	評核項目 Evaluation item	服務學校評定 (第 2-3 週) Service school evaluation (2 nd and 3 rd week)		承辦單位評定 (第 1 及 第 4 週) Implementing unit evaluation (1 st and 4 th week)		事實及理由欄 (評定不通過時請填 寫) Fact and reason (fill in when evaluation failed)
		通過 Passed	不通過 Failed	通過 Passed	不通過 Failed	
1	充分瞭解：本活動非參訪性質，來臺後須從事教育活動，言行合乎禮儀，衣著整潔，認真負責，服務學校及居住環境位於偏鄉，遵守營隊規則及生活公約。 Volunteers should understand that this program is not for leisure. After arriving in Taiwan, volunteers must engage in teaching activities. They must conduct their words and actions in a polite manner, dress professionally, and demonstrate conscientiousness and responsibility. The service school and dormitory are in rural regions. They must adhere to program rules and dormitory living bylaws.					
2	全程參加活動，如遇特殊狀況需提前離開，或因病或其他重大原因無法上課或參加活動，須備妥證明事前以書面請假，不退還費用。 The program must be participated in full. If a volunteer must leave the program due to unique circumstances, either due to illness or other unforeseeable events that prevent them from teaching or participating in the activities, an application for leave must be made in writing in advance in addition to submitting proof. Fees paid by the volunteer will not be returned.					
3	身體不適或意外傷害，聯繫家長或在臺聯絡人，並自行負擔醫藥費。倘拒絕送醫，須填寫不就醫證明。 In the event of an illness or accidental injury, a parent or emergency contact in Taiwan will be contacted. The medical expenses will be covered by the volunteer. If a volunteer refuses medical treatment he/she must sign a certificate of declination of medical treatment.					
4	活動期間，禁止飲酒、賭博、吸食大麻及其他違法活動。 During the program, drinking, gambling, the use of illicit drug and any illegal behaviors are forbidden.					
5	來臺後如違反營隊規則，主辦單位有權依評定結果中止其繼續參加活動，並通知其家長及在臺監護人，且不得要求退還所繳費用。 If a volunteer violates the rules of the program, the organizers have the right, in accordance with the results of evaluation, to disqualify him/her from further participation of the program and to notify a parent or a guardian in Taiwan. No return of fees already paid can be demanded.					

1. 申請人已充分瞭解並同意遵守所載各項相關規定。

I have hereby read and understood all the content of the application guidelines and general regulations. I agree to abide by all rules and regulations.

2. 評定不通過超過 5 欄位(含)，則取消服務資格及不予核發服務證明。

If the volunteer fails five or more evaluation columns, the volunteer will be disqualified. No service certificate will be issued to the volunteer.

Applicant's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

評定單位簽名 Signature of evaluating unit:

承辦單位(得標廠商)

Implementing unit (successful bidder): _____ date: _____

服務學校

Service school: _____ date: _____