

**REQUEST FOR TaiwanICDF VOLUNTEER**

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| **1. ASSIGNMENT DESCRIPTION OF REQUESTED VOLUNTEER(Please fill out separate forms for each volunteer post)** |
| Name of Host Organization (HO)/ Abbreviation |  |
| Assignment Title |  |
| Assignment Location |  (Town) (City) (State) |
| Project/ Program Field | [ ] Education[ ] Computer/ICT [ ] Public Health/Medical Care[ ] Agriculture[ ] Small and Medium Enterprises[ ] Others, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Numbers of volunteers required |  |
| Preferred assignment starting date  | [ ] May, 2024[ ] October, 2024[ ] Both of the above options are fine[ ] Others, please specify: (\*Please note that actual starting date might be varied due to the COVID-19 pandemic) |
| Expected period of assignment | [ ] One year(for Long-term volunteers)[ ] Others, please specify: (for Project-based volunteers) |
| Please specify time and days volunteer(s) will be required to be on duty | **Days:**[ ] Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri [ ] Sat [ ] Sun**If volunteer(s) will need to be on duty on weekends, how often will this be?**[ ] Every weekend [ ] Every other weekend[ ] Once or twice per month Occasionally**Assignment Hours:**  　 hours/week (maximum 40 hours per week excluding break time)**Other requirements:** 　　　　　　　　　  |
| Project/ Program background and reason for requesting volunteer(s): |
| Assignment Summary: |
| Expected output of the assignment (eg: 120 patients receive improved care; 200 community members have access to an e-library, etc) |
| Equipment, supplies and materials to be provided to volunteer(s): |
| [ ]  **Tick if you would like TaiwanICDF to continue to recruit volunteers for your organization in next recruitment in the event that we do not find any suitable candidate this time.** |
| **2. EXPECTATIONS FOR THE VOLUNTEER** |
| Technical field |  |
| Gender | [ ] No Preference [ ] Male [ ] FemaleIf either sex should be excluded please specify reason:   |
| Type of assignment(\* If this post is an “extension” or “successor” role, please specify whose extension or successor it is.) | [ ] New [ ] Extension of: [ ] Successor of:  |
| Essential minimum educational background | [ ] Bachelor [ ] Other, please specify:  |
| Essential minimum professional experience (years) | [ ] No Experience required[ ] 1-3 years [ ] 3 years |
| Minimum language requirement (type, level) | [ ] English ([ ] Fair [ ] Advanced )[ ] Spanish ([ ] Basic [ ] Fair )[ ] Other, please specify: (\*Please note that volunteers dispatched for Spanish-speaking countries will attend a four-week language training program prior to starting their services.) |
| Desirable qualification(s) and/or experience (if any) |  |
| **3. FACILITIES TO BE PROVIDED TO THE VOLUNTEER** |
| **Accommodation:**[ ] Will be provided free [ ]  Not provided[ ] Will be subsidized to $ USD per month**Accommodation facilities:**[ ] Fully-furnished [ ] Semi-furnished [ ] Utility available [ ] Utility not available[ ] Kitchen available [ ]  Internet available**Accommodation geography:**From the city of , kmBy means of , hour(s) |
| **Transport to work:**[ ] Will be provided free, for official duties[ ] Will be subsidized to $ USD per month[ ] Will not be provided | **Medical care:**[ ] Will be provided free at [ ] Otherwise (please specify):  |
| **4. OFFICERS OF THE REQUESTING ORGANIZATION** |
| Name and position of the supervisor volunteer(s) will report to | Name:　　　　　　　　　　　　　　　　　　Position:  |
| Staff / colleagues (e.g. age, number, educational background, technical experience, position) |  |
| Technical level of people who volunteer(s) will work with (e.g. students, trainees, farmers) |  |
| **CORRESPONDENCE**Name and address of the official to whom correspondence regarding this application should be forwarded.Name: Position: Address: Email: Tel: Fax: Host Organization Website： (if any) |

**※This part only applying for NEW Host Organization**

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| **GENERAL INFORMATION OF REQUESTING HOST ORGANIZATION** |
| **Type of Organization** (Please check):[ ] National Government Agency[ ] Local Government Unit[ ] Provincial Government[ ] Municipal Government[ ] City Government[ ] Academic /Educational Institution[ ] Public [ ] Private[ ] Non-Government Organization(NGO)[ ] Civic / Cause-oriented[ ] Faith-based[ ] Community-based / People’Org[ ] International NGO[ ] Other, please specify: **Organization Description:** |

**Note:**

Please note that the final decision to dispatch a volunteer will remain with the TaiwanICDF.

Prepared by:

*Printed Name and Signature of Program /Project Supervisor*

Submitted by:

Printed Name and Signature of Head of Organization

 Ministry (if applicable)