



# Volunteers Guidelines

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## 1. Medical Insurance

- Bethel does not provide medical Insurance. However we require that all volunteer be insured. Please check with your insurance company that you will be insured while volunteering at Bethel. Please make sure that your insurance can fly you out of the country if a serious medical emergency was to occur. The only international hospital in Beijing is very expensive (i.e. USD1000/night, and at least USD50, 000 if surgery was required, USD70 for a simple doctor's appointment).
- Bethel is not responsible for any treatment cost, plane ticket, doctor's visit, medicine or any medical related cost.
- If you do not have an insurance, please visit the following websites that offers short and long term health insurance for relatively cheap prices : [www.talenttrust.com](http://www.talenttrust.com) [www.imglobal.com](http://www.imglobal.com)

## 2. Visa/Passport

- Since the law does not make it possible for overseas organization to register, Bethel cannot issue visas. In order to come as a volunteer you will have to apply for a tourist visa (L). The US usually gives 1 month tourist visa, some European countries can get up to 3 months. If your time at Bethel exceeds your visa's length, we can help you renew it in China. You are responsible to pay for it. Bethel is not responsible for any visa problems. If you lose your visa, need to renew and pay for a new one, you are responsible. Bethel will help with the logistics as much as possible (transportation, information).
- Make sure to notify Mr. Quan (Logistic Manager) at least 20 days prior to your visa's expiration date
- You are responsible for your passport and all identification documents.

## 3. Plane tickets

- You are responsible to purchase your own plane ticket. Failure to confirm, pay or be on time for departure is your responsibility. Bethel is not responsible for missed flight fees, cancelation, overbooking or any other flight related situation out of the ordinary.
- Bethel is responsible to pick you up at the Airport. A driver will wait for you at the exit, after you pick up your luggage with a sign with your name written on it.
- You are responsible to confirm by email ([jiyong@bethelchina.org](mailto:jiyong@bethelchina.org)) 1 week in advance your flight information to make sure we know when to pick you up. In case no one is there, because of accident, traffic jam, mistake, etc... stay at the airport and call the office 010 8031 0383 or Guillaume (0)13503246707

## 4. Lodging

- You will be lodged for free in dormitory style housing
- Here are a few rules to observe :

- ✓ Do not smoke
- ✓ Keep your place tidy and clean. The cleaning staff is not responsible to clean your rooms and personal belongings
- ✓ Phones can be used to receive calls or call Bethel staff only. For international calls, we suggest you use Skype or IP cards
- ✓ Do not wear shoes in the houses
- ✓ Males and females sleep in separate rooms in the volunteers dormitory
- ✓ Turn the air con off when you leave your room in the morning
- ✓ Take short showers as others are waiting to use it too
- ✓ Use the washing machine after 5pm only

## 5. Food

Bethel provides 3 Chinese style meals a day from Monday to Friday for free.

Please observe the following rules:

- ✓ We cannot accommodate picky eaters
- ✓ let us know in advance if you will not eat at Bethel
- ✓ No alcohol
- ✓ Lunch is served at 12:30 (the children eat at 12) - Dinner at 5:30pm

## 6. Transportation

- Bethel's cars and mini-vans are for Bethel's use exclusively. They run on a tight schedule, do not take it upon yourself to ask a driver to take you somewhere.
- Bethel is responsible to pick you up and drop you off at the airport. For all other transportation needs, please arrange on your own with local taxi, bus or train.

## 7. Work

- Volunteers are considered « unpaid staff ». We expect you to act professionally. If you plan to take a few days off to visit china, do it before or after volunteering at Bethel. It makes it easier for us to plan your work.
- Most office computers are attributed to staff or volunteers, make sure you are not using someone's computer. Do not download anything on the computers.
- Be aware that Bethel' staff have their own job and cannot attend to your needs, ask the person in charge of volunteers or the one supervising your work.
- Bethel's staff gets off work at 5pm. Make sure your meetings, training, classes end at 5pm
- Write a report of everything you taught and save it in the Shared Documents/volunteers/your name
- The staff at Bethel do things a certain way for a reason. If you are here to train our staff, let Delphine (or your group leader) know about the changes you want to make before you make them
- Do not use religious or political language or make fun of the Chinese government in your emails and phone communications as they might be monitored

## 8. Attitude/beliefs

- No swearing. The kids are blind, not deaf...
- While volunteering at Bethel, you represent Bethel, act accordingly
- Please do not display favoritism towards any particular child
- Please respect the fact that Bethel is run like a family which means that the kids are taught values that the

foster parents (Guillaume and Delphine) judge important to their education. For example, the children are given a Christian education. Even if we respect the fact that as an adult you may believe otherwise, respect that we might have other belief systems that we deem important for our children to grow up with, and it would be very confusing at a young age to be exposed to contrary teachings. If the children ask you questions about what you believe, tell the truth. If they ask you what they should believe, point to them that there are people at Bethel that love them and take care of them, and they can trust what they are taught here, and free to discuss their opinions.

#### **9. A few other rules**

- ✓ Read the baby care Policy, student handbook and Code of conduct and abide by them
- ✓ Always have Bethel's business card on you, at all times, in case you get lost. Just show the Chinese side to a taxi driver who will take you back to Bethel
- ✓ If you wish to contribute with a donation, feel free to give it to the accountant. A volunteer cost Bethel about 1.000rmb per month (100 Euros)
- ✓ Children at Bethel are here to learn independent living. Do not do anything for them that they could do themselves
- ✓ Do not take children outside of bethel without prior consent from Guillaume or Delphine
- ✓ Please do not give any candies or food to the children to encourage. Their food attitude, check with Wang she will give you a 'treasure box'.

#### **10. Agreement**

You have applied to come as a volunteer, and at the time of your application we judged that we could use your services for an agreed amount of time. However, for reasons that we do not feel obligated to reveal, you might be asked to shorten your stay. Reasons could be that between the time you applied and your arrival, the work load is not the same and we cannot justify your stay for the agreed length of time. There could be an incompatibility of personalities with you and the people you have to work with. Overall, we believe that a volunteer is here to serve and help. Once we feel that we have to accommodate a volunteer because he or she is board or unhappy, we would be the one trying to help the volunteer which is not Bethel's mission. In any case, if you are asked to leave, you are responsible for your plane ticket, lodging, etc...

I have read and agreed to this above

Date:

Name:

Sign: