

2018-2019 Wenzao Volunteering Project

Approved at the Executive Meeting on September 4, 2018
Ratified by the University President on September 21, 2018

I. Origin and Basis

The Project was formulated in accordance with the Ministry of Health and Welfare's Volunteering Act, in order to integrate the University's human resources, enable the faculty and students who are willing to participate in volunteering to make effective use of their strengths, develop the virtues of volunteering, and promote internal and external service.

II. Eligible Participants

The University's faculty and students may apply to organize a volunteer service team or become a volunteer in accordance with the Project.

III. Organizer and Volunteer Service Team

- I. The Office of Student Affairs coordinates and the Service Learning Center plans the implementation of the Project, the provision of information on volunteers, the preparation of volunteer service record books, and the registration of volunteer hours.
- II. Any administrative unit, teaching unit, and student organization may apply to become a volunteer service team. However, a student organization should make an application jointly with the University's faculty or its advisors and be supervised by them.

III. Volunteer Recruitment

- I. A volunteer service team should announce the service project when recruiting volunteers, and provide volunteers with training and guidance. It should conduct an assessment and certify volunteer hours after the completion of the service.
- II. A volunteer service team shall submit a volunteering project at least 14 days prior to the commencement of the service, and the project shall be approved by the Service Learning Center. A project may also be submitted for approval a day prior to the commencement of the service if needed.
- III. Volunteering that requires a professional license should be done by a volunteer with said license.

V. Volunteer Training

To improve the quality of volunteering and ensure the rights of those who receive services, any unit intending to recruit volunteers should provide the following education and training:

- I. Basic training: Taipei e-Campus's basic volunteer training course
- II. Special training:
 - (I) The University's Office of Student Affairs may provide volunteers with special training in accordance with common requirements of most volunteer service teams.
 - (II) Volunteer service teams may formulate the content of the training and carry out the training according to their respective needs.

VI. Volunteer Management

- I. The Service Learning Center will issue a volunteer service record book to those who participate in, and pass, the basic and special training in accordance with the Project.

The university's volunteer service teams may also apply for the certification of their special training programs as official special training programs.

II. The use of the volunteer service record book mentioned in the preceding paragraph should observe the following rules:

- (I) A volunteer service record book contains the total volunteering record.
- (II) A volunteer service record book should be used and kept safe by a volunteer. It should not be lent to others or fraudulently or improperly used. If it is lent to others or fraudulently or improperly used, a volunteer service team shall correct the corresponding volunteer and take note of the violation. Also, his/her service record will not be adopted.
- (III) When a volunteer transfers to another volunteer service team, he/she should continue to use his/her volunteer service record book.
- (IV) If a volunteer service record book is damaged or lost, a volunteer may apply to his/her volunteer service team for a service record certificate.

VII. Volunteer Service Team and Volunteer Hours

- I. A volunteer service team should employ a volunteer in accordance with the principle of "making an application first and then providing services." Only then will the volunteer's service hours be certified.
- II. The volunteer service record book entries should be entered into the system by the Service Learning Center. A volunteer service team should pay attention to the following rules:
 - (I) A supervisor should faithfully record service items and content.
 - (II) Volunteer hours mean the actual hours of service provided, excluding travel time.

VIII. Volunteer Guidance

- I. A volunteer service team should make sure that a volunteer can engage in volunteering in a safe and hygienic environment in accordance with the job description and characteristics.
- II. A volunteer service team should provide a volunteer with the necessary information and assign a person to supervise the volunteer.
- III. A volunteer service team should offer accident insurance for a volunteer who engages in volunteering outside the University. If necessary, it may give transportation, overtime meal, and special insurance allowances to the volunteer.
- IV. A volunteer service team shall be liable for damages if a volunteer's action infringes on others' rights, either deliberately or by accident, when engaging in volunteering as per the team's direction. If such infringement is attributable to the volunteer himself/herself, the team may ask for reasonable compensation from him/her.
- V. A volunteer who violates service ethics may be punished in accordance with the University's Guidelines for Student Recognition and Discipline.

IX. Service Items

The University's volunteers are group-based and supervised by its faculty or student organization advisors regarding social or public service inside and outside the University.

X. Incentive for Volunteering

- I. A volunteer may apply to the Service Learning Center for a volunteering certificate. The Center will issue a certificate to the volunteer after accepting and reviewing his/her application.

- II. The University may award a volunteer for excellent service in accordance with the following criteria:
 - (I) A volunteer who has completed 50 volunteer hours may be awarded one commendation in accordance with the University's Guidelines for Student Recognition and Discipline.
 - (II) A volunteer with 3 years' seniority who has completed 300 volunteer hours may apply for a volunteer service honor card in accordance with the Ministry of Health and Welfare's Regulations Governing the Application for a Volunteer Service Honor Card.
 - (III) A volunteer who has completed 3000, 5000, or 8000 volunteer hours may apply for incentives in accordance with the Ministry of Health and Welfare's Incentives for Volunteering.
- III. A student who joins a service team and engages in volunteering may participate in the best service team competition held by the University. Each member of the winning team may be awarded one commendation. The following review criteria shall prevail: service performance, education and training, a documentary about volunteering, evaluation on a volunteer service team, and a volunteering overview.

XI. Others

- I. The Service Learning Center may prepare a budget or combine the University's resources, and promote and manage the volunteering.
- II. The Service Learning Center should compile information on the implementation of a volunteering project for the current academic year at the end of every academic year for future reference.
- III. The Project becomes effective after being approved at the Executive Meeting and ratified by the University President. Amendments must follow the same procedure.