

檔 號：1070199
保存年限：3年

電子公文

教育部青年發展署 函

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第三層決行

受文者：國立暨南國際大學

發文日期：中華民國105年2月4日
發文字號：臺教青署學字第1050000569號
速別：普通件
密等及解密條件或保密期限：

附件：(附件1)赴以志工服務申請表、(附件2)志工之接待使用單位之權利與義務、(附件3)外國志工在以服務之權利與義務、駐以色列代表處來函(0000569A00_ATTCH1.doc、0000569A00_ATTCH2.doc、0000569A00_ATTCH3.doc、0000569A00_ATTCH4.pdf)

主旨：轉知外交部駐以色列代表處鼓勵我國青年赴以從事國際志工服務相關事宜，請查照。

說明：

- 一、依據外交部駐以色列代表處105年1月29日以色列字第10510100400號函辦理。
- 二、本案係駐以色列(以下簡稱以國)代表處鼓勵本國青年踴躍申請赴以從事國際志工服務，倘貴校學生有意赴以國擔任志工，請依以國相關規定辦理。隨函檢送以國社會事務服務部提供之赴以志工服務申請表、志工之接待使用單位之權利與義務、外國志工在以服務之權利與義務等資料各乙份，請協助轉知貴校學生。欲赴以服務之青年亦可於抵達以國後與我國駐以色列代表處聯繫(該處電郵信箱mofa@teco.org.il)。
- 三、凡符合本署補助計畫規定之青年國際志工團隊，屆時可向本署申請經費補助，補助計畫預計將於2月中下旬於本署

國際及兩岸
事務處





官網、iYouth青年國際圓夢平臺及服務學習網發布。

正本：全國各大專院校

副本：本署國際及體驗學習組

2016-02-04
10:53:43

擬定：

- 一. 文登載校首頁、本處網頁及
上傳文件公告系統。
- 二. 有意申請青發署補助之
志工團隊可於2月中旬
上網查詢辦法。
- 三. 文檔閱後存。

專任助理 李芬霞

105.2.5

教授兼國際事務長 洪政欣

105.2.05

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Application Form for Volunteer Placement in Social Services in Israel

Personal Information

First Name..... Family Name.....
Date of Birth (dd/mm/yyyy).....
Male..... Female.....
Address.....
City..... Country.....
Zip Code.....
Home Phone (incl. country code) +.....
E-mail Address.....
Citizenship.....
Passport number.....
Do you have any medical condition that may affect your carrying out volunteer work?
If yes, please describe

Have you been convicted of any criminal offence in the past? Yes..... No....

Emergency Contact Information

First name..... Family Name.....
Home Phone (incl. country code) +.....
Relationship to yourself.....

Education

I have graduated from: High School.... College/University....
My major field of study was.....

Volunteer Assignment

Dates you are available for a volunteer assignment (min. three months)
From dd/mm/yyyy To dd/mm/yyyy.....
Requested field of volunteer assignment

First Choice:

Elderly
Children-at risk
Autistic Children
Developmentally disabled
Physically disabled
Disadvantaged Children
Disturbed Youth
Health Services



Second Choice:

Children-at risk
Autistic Children
Developmentally disabled
Physically disabled
Disadvantaged Children
Disturbed Youth
Health Services

Languages you speak.....

Acquired skills or hobbies that would be useful in your volunteer work:

Do you have first aid or paramedical experience that would be useful in your volunteer work? Yes.... No.....

Previous Employment or Volunteer Experience

Have you had any previous employment or volunteer experience? Yes.... No....

If yes, please give details of where, in which field and dates of employment and/or volunteer service:

Name and contact information of employer or volunteer coordinator:

References

Please provide the names and contact information of two people (not relatives) who can attest to your character and abilities:

1. First name..... Family Name.....

Address.....

City..... Country.....

Zip Code

Home Phone (incl. country code) +.....

E-mail Address.....

Relationship to yourself.....

2. First name..... Family Name.....

Address.....

City..... Country.....

Zip Code

Home Phone (incl. country code) +.....

E-mail Address.....

Relationship to yourself.....



Additional Information

Please include any additional information you think might be relevant to your being accepted for a volunteer assignment:

Date of Completion of this Application (dd/mm/yyyy):





State of Israel
Ministry of Social Affairs
Unit for Volunteer Services
Coordinator for Overseas Volunteers

Rights and obligations of institutions receiving overseas volunteers

The Coordinator of Overseas Volunteers of the Ministry of Social Affairs (CoOV) has sole responsibility for the selection and placement of volunteers from abroad, under the auspices of the Ministry, and for the supervision and monitoring of the receiving social services institutions. No institution may accept volunteers, under the auspices of the Ministry of Social Affairs, without the agreement of the CoOV. An institution interested in receiving volunteers from abroad must apply to the CoOV at least two months in advance of the requested start of the placement.

The CoOV will ensure that the receiving institutions fulfill those obligations required by the Ministry of Social Affairs.

The following requirements must be agreed to be met by the receiving institution in order to obtain approval for the placement of volunteers from abroad in the institution.

The institution will:

1. Provide the volunteer with:
 - a) Adequate sleeping quarters.
 - b) Three meals a day.
 - c) Cost of transportation from lodging to institution.
 - d) Facilities for laundry.
 - e) Pocket money in the sum of NIS750 per month.
 - f) Volunteer Insurance, in accordance with the laws of the National Insurance Institute.
 - g) Cost of a volunteer B4 visa from the Ministry of the Interior. **The request for a B4 visa must be submitted to the CoOV no later than two weeks after arrival in the country.**
 - h) Hebrew language studies, either within the institution or outside.
2. Send information in English to the volunteer, prior to arrival in Israel about the institution and those under its care, relevant rules and regulations that apply to those working in the institution, as well as information about the surrounding community and available services.



3. Arrange for the volunteer to be met at the airport on arrival by one of its staff or a representative, who will transport the volunteer to the institution.
4. Sign a contract with the volunteer on arrival, that defines the tasks to be performed by the volunteer, as well as the rights and obligations of the volunteer and the institution, that include at least the rights and obligations laid out in this document. The contract will also include a declaration of preservation of confidentiality on the part of the volunteer, and an undertaking on the part of the volunteer not to distribute either in writing or orally, either within the institution or outside of the institution, political or religious propaganda or information. The institution will make it clear that any volunteer who undertakes paid work, in addition or instead of voluntary service, will be required to leave the country immediately.
5. Allow the volunteer a period of three days after arrival to settle in before beginning to work.
6. Train the volunteer to carry out the tasks expected, and make clear the expectations of both sides from the volunteer's integration into the institution and work with the staff.
7. Expect the volunteer to work no more than five days a week, and a total of 35 hours per week. **The volunteer is expected to meet these requirements of hours of work.** The institution is prohibited from requiring the volunteer to work instead of a regular worker, or to work after midnight.
8. Enable the volunteer to take two weeks of vacation for every six months of continuous service, i.e. a volunteer staying for one year will be entitled to 30 days of vacation. The vacation must include Fridays and Saturdays.
9. Enable the volunteer to take sick leave when necessary. If the volunteer needs to take sick leave of more than two days, a doctors certificate must be provided.
10. Appoint a permanent professional contact person, who will be responsible for liaison with the volunteers, and will be sensitive to their needs and questions. Each side should provide feedback in writing once a month, the institution's contact person on the work of the volunteer, and the volunteer on work in the institution.
11. Regard the volunteer as a member of the staff, and provide on-going professional guidance and supervision, ideally at least once a week, to enable successful integration into the life of the institution.



12. Enable the volunteer, to participate in three local or regional seminars, as well as field trips, social gatherings of the institution and its staff, appropriate lectures and community events, in addition to the vacation time stipulated in section 8.
13. Provide a certificate of service on the successful completion of the period of voluntary work.
14. Notify the CoOV within one week of the early departure of a volunteer from the institution and from the country for whatever reason.
15. If organizations do not provide the Ministry of Social Affairs with the place of work, beginning and end of time as a volunteer, passport number and correct and sufficient contact information, the Ministry of Social Affairs reserves the right to either accept or reject the volunteer.

Alternative Placement and Termination of Voluntary Service

In the event that either the institution is not satisfied with the work of the volunteer, or the volunteer is dissatisfied with the current placement, the institution will arrange with the CoOV for the transfer of the volunteer to an alternate placement. Notice to this effect must be given to the CoOV at least two weeks prior to the termination of the placement by either side.

A volunteer who, dissatisfied with the current placement, refuses all alternative suggestions, or is still dissatisfied after two alternative placements, will cease to be under the auspices of the CoOV, and will be required to leave the country.

A volunteer may not work with his volunteer visa in other institutions than the one where he is registered as a volunteer. If a volunteer leaves his place of work, after all alternatives have been exhausted, the Ministry of Social Affairs will report the case to the Ministry of the Interior and as a consequence thereof the volunteer must leave the country immediately. If the volunteer does not follow the rules laid down by the Ministry of the Interior, he or she must leave the country and may not re-enter.

If a volunteer is interested in extending the period of voluntary service in the institution, with the agreement of the Director, or is interested in a further placement in another institution, two weeks notice must be given to the CoOV, so that relevant technical arrangements may be made.





State of Israel
Ministry of Social Affairs
Unit for Volunteer Services
Coordinator for Overseas Volunteers

Rights and obligations of overseas volunteers working in institutions in Israel, under the auspices of the Unit for Volunteer Services of the Ministry of Social Affairs

The Coordinator of Overseas Volunteers of the Ministry of Social Affairs (CoOV) has sole responsibility for the selection and placement of volunteers from abroad, who come to Israel under the auspices of the Ministry, and for the supervision and monitoring of the receiving social services institutions.

Age

The minimum age for volunteering in social services in Israel is 18.

Health, Health Insurance, Absence of Criminal Record, References

A volunteer who is accepted for a placement, under the auspices of the Unit for Volunteer Services of the Ministry of Social Affairs, must:

- a) provide a doctor's certificate of good health prior to arrival in the country.
- b) obtain health insurance prior to arrival in Israel, which will cover the entire period of the volunteer's stay in Israel. No volunteer can be accepted without comprehensive health insurance coverage, and no responsibility for medical treatment of any kind will be accepted by the Unit for Volunteer Services of the Ministry of Social Affairs, or by the receiving institution.
- c) Provide a certificate from the police in the country of origin attesting to an absence of criminal record.
- d) Provide two references attesting to character and background.
- e) On arrival at the receiving institution, sign a declaration of preservation of confidentiality. The declaration will also include an undertaking on the part of the volunteer not to distribute either in writing or orally, either within the institution or outside of the institution, political or religious materials.



Requirements of the volunteer during service in the institution

The volunteer is expected to work no less than five days a week, a total of 35 hours per week, and to coordinate all aspects of work with the volunteer coordinator in the institution.

The volunteer must agree to participate in three seminars arranged in Israel for overseas volunteers.

The volunteer must notify the institution two weeks prior to taking vacation, and to inform the institution of exact whereabouts during vacation time and time off.

Obligations of the Receiving Institution

The receiving institution, in order to obtain approval for the placement of volunteers from abroad will:

1. Provide the volunteer with:
 - a) Adequate sleeping quarters.
 - b) Three meals a day.
 - c) Cost of transportation from lodging to institution.
 - d) Facilities for laundry.
 - e) Pocket money in the sum of NIS 750 per month.
 - f) Cost of a volunteer B4 visa from the Ministry of the Interior. **The request for a B4 visa must be submitted to the CoOV no later than two weeks after arrival in the country.**
 - g) Volunteer Insurance, in accordance with the laws of the National Insurance Institute. (This is in addition to health insurance stipulated in b) in the section above on Health, Health Insurance, Absence of Criminal Record, References).
 - h) Cost of a volunteer B4 visa from the Ministry of the Interior.
2. Send information in English to the volunteer, prior to arrival in Israel about the institution and those under its care, relevant rules and regulations that apply to those working in the institution, as well as information about the surrounding community and available services.
3. Arrange for the volunteer to be met at the airport on arrival by one of its staff or a representative, who will transport the volunteer to the institution.
4. Expect the volunteer to work no more than five days a week, and a total of 35 hours per week. **The volunteer is expected to meet these minimum requirements of hours of work.** The institution is prohibited from requiring the volunteer to work instead of a regular worker, or to work after midnight.



5. Enable the volunteer to take two weeks of vacation for every six months of continuous service.
6. Enable the volunteer to take sick leave when necessary. If the volunteer needs to take sick leave of more than two days, a doctors certificate must be provided.
7. Appoint a contact person who will be responsible for liaison with the volunteers, and will be sensitive to their needs and questions.
8. Regard the volunteer as a member of the staff, and provide on-going professional guidance and supervision, ideally at least once a week, to enable successful integration into the life of the institution.
9. Enable the volunteer, where possible, to participate in three local or regional seminars, as well as field trips, social gatherings of the institution and its staff, appropriate lectures and community events, in addition to the vacation time stipulated in section 5.
10. Provide a certificate of service on the successful completion of the period of voluntary work.

Alternative Placement, Termination of Voluntary Service and Prohibition to Undertake Paid Work

In the event that either the institution is not satisfied with the work of the volunteer, or the volunteer is dissatisfied with the current placement, the institution will arrange with the CoOV for the transfer of the volunteer to an alternate placement. Notice to this effect must be given to the CoOV at least two weeks prior to the termination of the placement by either side.

A volunteer who, dissatisfied with the current placement, refuses all alternative suggestions, or is still dissatisfied after two alternative placements, will cease to be under the auspices of the CoOV, and will be required to leave the country.

If a volunteer is interested in extending the period of voluntary service in the institution, with the agreement of the Director, or is interested in a further placement in another institution, two weeks notice must be given to the CoOV, so that relevant technical arrangements may be made.

Any volunteer who undertakes paid work, in addition or instead of voluntary service, will be required to leave the country immediately.



檔 號：

保存年限：

駐以色列代表處 函

地 址：21 Fl. Azrieli Center-1, 132
Menachem Begin Road, Tel Aviv Israel

承辦人：蘇秘書育平

電話：+972-3-6074781

電子信箱：ypisu@mofa.gov.tw

受文者：教育部青年發展署

發文日期：中華民國105年1月29日

發文字號：以色字第10510100400號

速別：普通件

密等及解密條件或保密期限：

附件：赴以志工服務申請表.doc、志工之接待使用單位之權利與義務.doc、外國志工在
以服務之權利與義務.doc

主旨：有關鼓勵我國青年志工赴以色列從事國際志工服務事。

說明：

- 一、本處季代表韻聲偕蘇秘書育平於本（1）月28日下午前往耶路撒冷Cinema City影城參加以色列社會事務服務部（Ministry of Social Affairs and Services）舉辦之2016年表揚國際志工大會。季代表為首位上台致詞之外國使節貴賓，演講中除了表示我政府教育部青年發展署已自去年起鼓勵我國青年來以志工服務，台灣青年也不斷有前來以國展現愛心者。季代表也以禮運大同篇的精神鼓勵在場所有人繼續服務社會、令所處的社會更為完美。
- 二、以國外交部之東北亞司司長Hagai Shagrir亦應邀出席並致詞，渠表示以國進出口已有30%是與東亞國家之交易，希望未來也能有更多來自亞洲的志工來以進行交流。
- 三、檢送以國社會事務服務部提供之外國志工來以服務之報名表、接待單位之權利義務、外國志工之權利義務等資料各乙份，請參辦並惠轉知國內相關青年志工團體踴躍申請赴以色列從事國際志工服務。另請轉告有意報名者抵以色列後，可與本處聯繫，本處電郵信箱mofa@teco.org.il。

正本：教育部青年發展署

副本：外交部、中華民國志工總會



