

## Official Request for World Friends KOICA Volunteer

### 1. Overview of Institution for Dispatch of KOICA Volunteer

<b>Name of country</b>		<b>Name of institution</b>			
<b>Type of business</b>	Public administration( ), Education(v), Agriculture/forestry/fisheries( ), Health( ), Industrial energy( )				
<b>Profession</b>	Music education				
<b>Institution code</b>					
<b>Contact information</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>	<b>Fax</b>	

### 2. Background of Dispatching KOICA Volunteer

1) Purpose of establishing Institution (Please fill out the box briefly in two or three lines)

2) Form of dispatch : New( ), Successor( ) / Order of priority : Urgent( ), High( ), Medium( ), Low( )

3) Has the Institution received any benefit of ODA program/project? : Yes( ), No( )

\*This question is to find out whether the Institution has received any benefit as a part of ODA program/project from donor country or multilateral organization.

3)-1) If you answered YES to the question above, please fill out the following.

- Ⓐ Name of donor country (or multilateral organization) of the program/project : \_\_\_\_\_
- Ⓑ Name of executing institution (or multilateral organization) of the program/project : \_\_\_\_\_
- Ⓒ The program/project (Name/Cost in US\$/Period of support): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### 4) Expected activities after dispatch of KOICA Volunteer

(Main activities of Music Education Volunteer)

Early Childhood Education Volunteers are engaged in implementing education of music theories, application and practice of piano, violin, voice and other instruments. Their main activities are to Ⓐplan and operate music club or class in preparation for contests, Ⓑprovide guidelines to manage music curriculum, Ⓒteach instrument individually and evaluate performance.

(Main activities of \*\* Institution) In case of \*\* Institution,

5) Case of cooperating with an institution other than KOICA for the last two years from the date of investigation

- Name of country (or multilateral organization) :
- Name of institution (or multilateral organization) :
- Number of dispatched personnel :

- Main research activities (Please write briefly) :

### 3. Job Description of KOICA Volunteer

\*For dispatch of KOICA volunteer, Institution shall select contents of activity or education, and insert % in each column for the level of importance to be 100% in total. Description must be completed by consulting with KOICA staff or active KOICA volunteer.

Category		Level of importance (Total 100%)
A. Choir instruction		%
B. Orchestral music performance and instruction		%
C. Ukulele performance and instruction		%
D. Ocarina performance and instruction		%
E. Piano performance and instruction		%
F. Guitar performance and instruction		%
G. Drum performance and instruction		%
H. Music theory education		%
I. Others (Write down the details when there is additional demand not included in the category above)	Example: Among wind and string instruments, a teacher who can play and teach violin is wanted.	

### 4. Required qualification for KOICA Volunteer

1) Sex : M( ), F( ), Any( ) / Choose one

2) Education : Meister or specialized high school( ), Specialized BA/BS( ), BA/BS( ), MA/MS( ), PhD( ) / Choose one

**<Introduction of Korean school system >**

1) Meister or specialized high school : Similar to the Meister school system of Germany and Switzerland, students learn a variety of specialized fields such as automobile, machine, welding, computer, cooking, confectionery and bakery, child education, music education, textile, beauty treatment, etc. Students enter the school at 15, receive three years of technology-oriented education, and graduate at the age of 18.

2) Specialized bachelor's degree : After high school graduation, students receive two or three years of practical education in their specialized field.

3) Bachelor's, master's and doctor's programs are identical to the education system of the U.S.

3) Work experience : More than 6 months( ), More than 1 year( ), More than 2 years( ), More than 3 years( ), More than 5 years( ), More than 10 years( ) / Choose one

4) Type of volunteer : KOICA Dream Volunteer( ), KOICA Volunteer( ), KOICA Senior Volunteer( ) / Choose one

**<Introduction of KOICA Volunteer >**

KOICA Dream Volunteer : The youngest KOICA volunteers (average age is 19) consisted of Meister or specialized high school graduates to serve as teaching assistants for KOICA

Volunteer and Senior Volunteer.

KOICA Volunteer : Junior expert under 49 years old with educational and career experiences in the field.

KOICA Senior Volunteer : Expert with more than 10 years of experience in the field.

5) Required certification :

Example) Nursing license

## 5. Activity Information

1) Language

- Language required for official activities including medical treatment, classes, etc. : \_\_\_\_\_

- Language required in daily life : \_\_\_\_\_

2) Information of Institution

\*Information of Institution is an essential factor for KOICA Volunteer to make preparations in Korea for activities. Please note that the efficiency of volunteer activities will increase in proportion to the accuracy of information.

Specifics	Availability *If available, insert the number in ( )	Condition *Check v on the applicable condition of each room
Music room	( )	Good( ), Average( ), Poor( )
Orchestral ensemble room	( )	Good( ), Average( ), Poor( )
Choir room	( )	Good( ), Average( ), Poor( )
Computer room	( )	Good( ), Average( ), Poor( )
Music appreciation room	( )	Good( ), Average( ), Poor( )
Storage for instruments	( )	Good( ), Average( ), Poor( )
Body expression room	( )	Good( ), Average( ), Poor( )
<b>Current conditions of instruments (Specify: instrument name/number of instruments/stored condition)</b>		
Wind instrument		
String instrument		
Others		

3) Activity target

Activity target	Age 1~10( ), 11~18( ), Adults over 19( )
Number of participants	1~50( ), 51~100( ), 100~200( ), 200~300( ), More than 300( )
Availability of personnel	Music teacher( ), Regular teacher( ) / Insert number
Activity hours	
Further references	

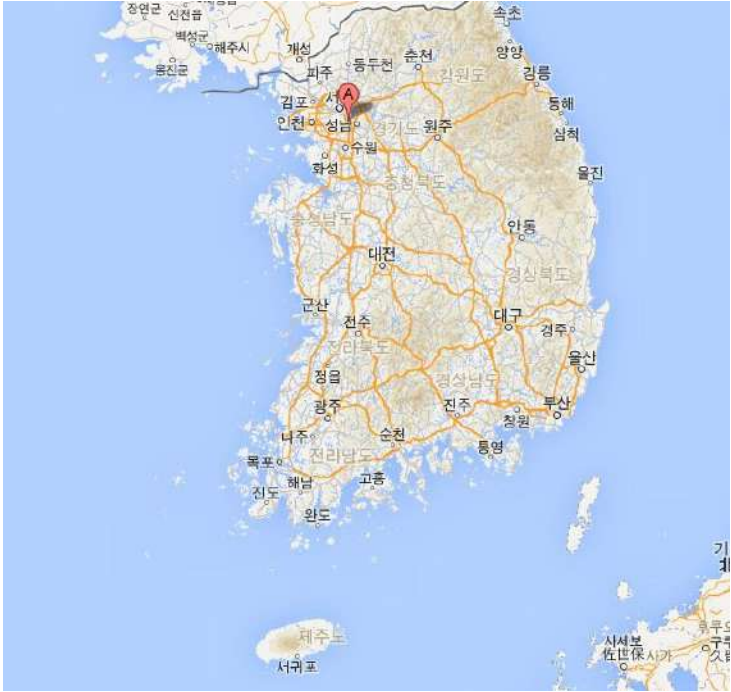
4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

5) Information of local institution co-worker

\* Co-worker of local institution may carry out various collaborative activities with KOICA Volunteer.

- Name (Last/First) :
- Position :
- Fields of activity :
- Contact info. (Office/Mobile/email) :

6) Local information

<b>Location information on the map</b>			
<b>Local population</b>	(      )	<b>Distance from the capital</b>	Km
<b>City type</b>	Metropolis(    ), Medium-sized city(    ), Town (    )	<b>Means of transportation to the capital</b>	Airplane(    ), Automobile(    ), Train(    ), Bus(    )
<b>Living expenses/month</b>	US\$	<b>Travel time to the capital</b>	(    ) hr, (    ) min
		<b>Housing expenses/month</b>	US\$
<b>Housing</b>	Provided by Institution (    ) Not provided (    )	Dormitory(    ), House(    ), Apartment(    ), Official residence(    ), Others (    )	

<b>Electricity</b>	110v ( ), 220v ( ), Both ( )	<b>Heating/Cooling</b>	Heater available ( ) Air-conditioning available ( )
<b>Safety conditions</b>	Very safe( ), Safe( ), Dangerous( ), Very dangerous( )	<b>Medical facilities</b>	General hospital( ) Hospital( ) Health center( ) N/A( )
<b>Vaccination requirements</b>			
<b>Current activities of KOICA members</b>			
<b>Other useful information</b>	Insert additional information, e.g. supplies, materials to prepare before departure		

7) Photos of Institution (Submission of about 5 photos is suggested)

**I hereby submit the official request form to World Friends KOICA Volunteer**

(Name) : \_\_\_\_\_  
 (Position) : \_\_\_\_\_  
 (Institution Name ) : \_\_\_\_\_  
 (Date) : DD/MM/YYYY  
 (Signature) : \_\_\_\_\_