

Official Request for World Friends KOICA Volunteer

1. Overview of Institution for Dispatch of KOICA Volunteer

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

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 Social Welfare Volunteer)

Social Welfare Volunteers are engaged in instruction of theories, practice and skills used for development and operation of social welfare programs. Their main activities are to ①provide information about successful cases of social welfare programs and offer local application plans, ②research the plan and develop programs to improve education environment for underprivileged children, ③provide counseling services for institutionalized residents in need of social welfare.

(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.

Upper category	Subcategory	Level of importance (Total 100%)
A. Institution for adolescents and children	Recreation leadership	%
	Academic teaching ability	%
	Physical education teaching ability	%
	Competency to plan program for youth cultural activity	%
	Competency to organize and support youth club activity	%
	Competency to develop, plan and execute programs	%
	Communicative ability in interpersonal relations	%
	Competency to counsel and guide institutionalized children	%
	Adolescent counseling ability	%
	Word processing ability (Hangul, Excel, PowerPoint)	%
	Competency to understand adolescent sex culture and develop programs	%
	Leadership	%
	Competency to make program manual	%
	Competency to create local community network	%
Competency to investigate local community and discover resources	%	
B Institution for people with disabilities	Competency to provide emergency safety service	%
	Competency to counsel disabled people or parents	%
	Competency to implement activity to protect the rights and interests of disabled people / Ability to execute the program of disability awareness	%
	Competency to support disabled people's independent living	%
	Competency to support and manage self-help group / Arbitration ability	%
	Competency to counsel and guide in the facility of handicapped people	%
	Development of job skills for disabled people	%
	Support and management of activities for people with disabilities	%
	Competency to create a local community network	%
	Competency to investigate local community	%
	Competency to discover resources in the local community	%
C. Institution for families and women	Family therapy and counseling ability	%
	Competency to give counsel about sexual abuse and domestic violence	%
	Competency to give education about gender perspective (gender equality)	%
	Competency to plan and execute the program to improve conjugal relations	%
	Competency to plan and execute the program to improve parent-child relationship	%
	Competency to plan and execute the program for pregnancy and delivery	%
	Competency to carry out hygiene education	%
	Sex education	%
	Basic office competency (Hangul, Excel, PowerPoint)	%
	Competency to create a local community network	%
	Competency to investigate local community	%
Competency to discover resources in the local community	%	
D. Institution for senior	Competency to counsel senior citizens and guardians	%

citizens' welfare	Basic office competency (Hangul, Excel, PowerPoint)	%
	Competency to plan and execute the welfare program for senior citizens	%
	Competency to support daily service and make manual	%
	Competency to guide leisure activity for senior citizens	%
	Competency to measure Alzheimer's test	%
	Case management / service intervention plan	%
	Competency to build a cooperative system with outside organization	%
	Organizational administrative work	%
	Competency to create a local community network	%
	Competency to investigate local community	%
	Competency to discover and use resources in the local community	%
E. Community center / city hall / school	Administrative work	%
	Competency to educate local community residents	%
	Competency to teach students and supervise leisure activities	%
	Planning and execution of local community program	%
	Communicative ability in interpersonal relations	%
	Word processing ability (Hangul, Excel, PowerPoint)	%
	Competency to create a local community network	%
	Competency to investigate local community	%
Competency to discover resources in the local community	%	
F. Others (Write down the details when there is additional demand not included in upper category)		

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
Current status of room	Personal counseling room	()	Good(), Average(), Poor()
	Group activity room	()	Good(), Average(), Poor()
	Outdoor activity area	()	Good(), Average(), Poor()
Current status of equipment	Beam projector	()	Good(), Average(), Poor()
	Computer/Internet	()	Good(), Average(), Poor()
Others			
(Describe details for any field project of KOICA Volunteer)			

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	Social welfare worker(), Teacher(), Administrative staff(), Others() / Insert number
Activity hours	
Further references	

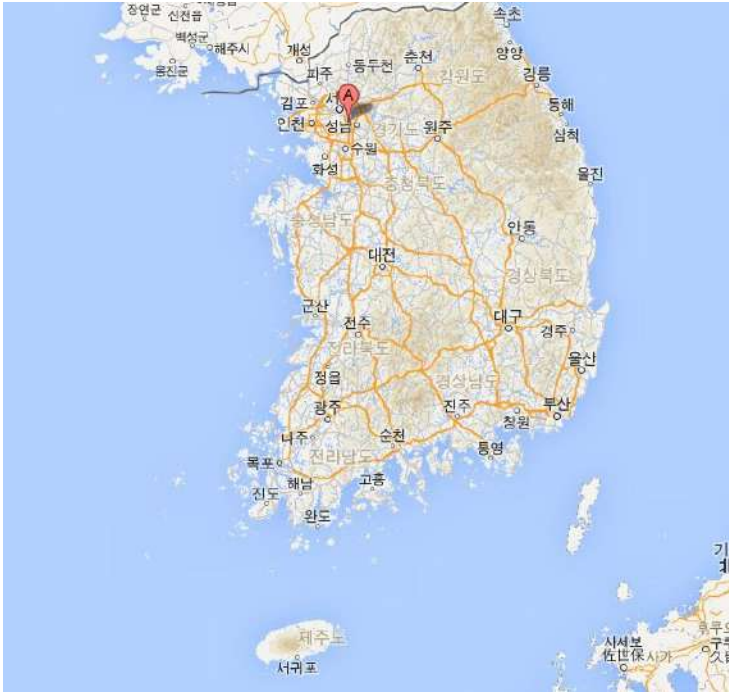
4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

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

Location information on the map			
Local population	()	Distance from the capital	Km
City type	Metropolis(), Medium-sized city(), Town ()	Means of transportation to	Airplane(), Automobile(), Train(), Bus()

		the capital	
Living expenses/month	US\$	Travel time to the capital	() hr, () min
		Housing expenses/month	US\$
Housing	Provided by Institution ()	Dormitory(), House(), Apartment(), Official residence(), Others ()	
	Not provided ()		
Electricity	110v (), 220v (), Both ()	Heating/Cooling	Heater available () Air-conditioning available ()
Safety conditions	Very safe(), Safe(), Dangerous(), Very dangerous()	Medical facilities	General hospital() Hospital() Health center() N/A()
Vaccination requirements			
Current activities of KOICA members			
Other useful information	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) : _____