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( ), Education(v), Agriculture/forestry/fisheries( ), Health( ), Industrial energy( )				
Profession	Early childhood education				
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 Early Childhood Education Volunteer) Early Childhood Education Volunteers are engaged in providing education for children from 1 to 6 before entering elementary school. Their main activities are to ⓐplan and operate music or cooking contest to boost participation of children, ⓑplan and operate discussions and games to increase community spirits of children, ⓒhave consultation with parents about behavior, academic ability and personality of children. (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. Competency to manage teachers	Capable of guiding special education course for local teachers and grope for rational methods to make application?	%
B. Understanding of early childhood development	Capable of understanding the stages of early childhood development, and applying it to education?	%
C. Guidance on child education course	Capable of understanding basic theories and achievement level of child education course, and applying effective teaching method?	%
D. Competency to make and use teaching materials and tools	Capable of making proper teaching materials and tools according to each student, and using them in the class?	%
E. Early childhood music education	Capable of understanding basic music theories and teaching children according to their level of development?	%
	Capable of playing instrument for early childhood music education? Instruments played:	%
F. Early childhood art education	Capable of understanding basic theories of art and teaching children according to their level of development?	%
	Capable of learning simple skills, e.g. drawing, making and folding, to use for early childhood art education?	%
G. Early childhood physical education	Capable of understanding basic theories of physical education and teaching children according to their level of development?	%
	Capable of learning simple skills, e.g. gymnastics, ball game, and play-based expression, to use for special physical education?	%
H. Computer skills	Capable of handling computer programs? (Word, Excel, PowerPoint, etc.)	%
	Capable of giving education about information search by using the Internet?	%
I. Early childhood	Capable of providing proper guidance and	%

	supervision for development of children's talent and diverse creative experiential activities?	
experiential education	Capable of providing global civic education by introducing various international cultures?	%
	Capable of giving education to explore career direction and occupation?	%
J. Parents education	Capable of giving proper instruction to parents concerning early childhood education?	%
K. 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

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<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.

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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

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<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.

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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/quantity in ( )	Condition *Check v on the applicable condition of each room
Classroom	( )	Good( ), Average( ), Poor( )
Teacher's research room	( )	Good( ), Average( ), Poor( )
Room for teaching materials and tools	( )	Good( ), Average( ), Poor( )
Indoor game room	( )	Good( ), Average( ), Poor( )
Outdoor playground	( )	Good( ), Average( ), Poor( )
Dance room	( )	Good( ), Average( ), Poor( )
Data room	( )	Good( ), Average( ), Poor( )
Auditorium	( )	Good( ), Average( ), Poor( )
Current status of tools and materials		
Computer	( )	Good( ), Average( ), Poor( )
Projection TV	( )	Good( ), Average( ), Poor( )
Beam projector	( )	Good( ), Average( ), Poor( )
Copy machine	( )	Good( ), Average( ), Poor( )
Printer	( )	Good( ), Average( ), Poor( )
Visual presenter	( )	Good( ), Average( ), Poor( )
Piano	( )	Good( ), Average( ), Poor( )
Organ	( )	Good( ), Average( ), Poor( )
Recorder	( )	Good( ), Average( ), Poor( )
Coating machine	( )	Good( ), Average( ), Poor( )
Availability of Internet	( )Yes, ( )No	Good( ), Average( ), Poor( )
Current status of teaching materials and tools		
Music teaching materials and tools		
Physical training materials and tools		
Art teaching materials and tools		
Science teaching materials and tools		
Others (Describe details for any field		

project of KOICA Volunteer)	

3) Activity target

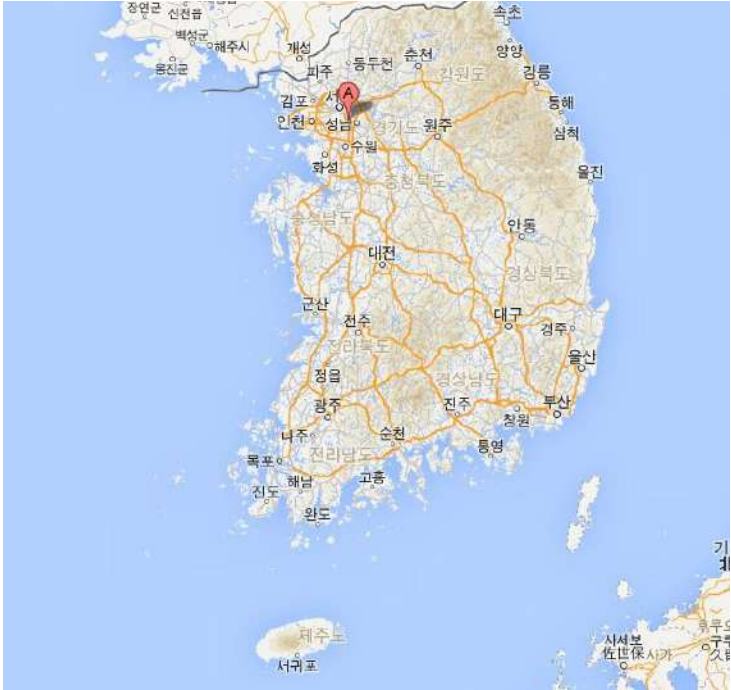| Activity target	Age 1~6( ), Others( )
Number of participants	1~50( ), 51~100( ), 100~200( ), 200~300( ), More than 300( )
Availability of personnel	Teacher( ), Administrative staff( ), Others( ) / Insert number
Activity hours	
Further references	

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 the capital**	Airplane( ), Automobile( ), Train( ), Bus( )
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) : _____