

## 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>	Physical education (general)				
<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 General Physical Education Volunteer)

General Physical Education Volunteers are engaged in instruction of theories, application and practice of general physical education courses including track and field, ball games and gymnastics. Their main activities are to ①plan and establish athletic club or class by sports type, and make preparations to enter athletic competition, ②carry out physical education course including sports history, safety management, etc.

(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%)
<b>A. Health theory and training</b>	1) Requirements for health (nutrition, exercise, sleep)	%
	2) Nutrition and exercise program according to development over a whole lifetime	%
	3) Practical training	%
<b>B. Physical education teacher and athletic team coach</b>	1) Understanding of challenging activities (track and field: long-distance running, long jump, high jump, horse vault, throw, Korean wrestling) and guidance	%
	2) Understanding of competitive sports (ball game: badminton, ping pong, dodgeball, soccer, basketball)	%
	3) Understanding of cooperative activity (tug-of-war, group ball game)	%
	4) Understanding of expressive activity (gymnastics, dance, rhythm sports)	%
	5) Making physical education textbook and practical manual	%
<b>C. Planning and evaluation of P.E. program</b>	1) Planning and evaluation of P.E. program for students - Planning and opening sports festival - Establishing and operating sports activity club	%
	2) Planning and evaluating participation in sports contest	%
<b>D. Support for athletic activities</b>	1) Starting sports business	%
	2) Maintenance of sports supplies	%
	3) Starting a program of warm-up exercise and workout for local residents	%
<b>E. Safety management and sanitation</b>	1) Education for safety management	%
	2) Education for sanitation	%
<b>F. Others (Write down the details when there is additional demand not included in the upper category)</b>		

### 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
<b>A. Multipurpose sportsground</b>	( )	Good( ), Average( ), Poor( )
<b>B. Indoor gym</b>	( )	Good( ), Average( ), Poor( )
<b>C. Physical fitness room</b>	( )	Good( ), Average( ), Poor( )
<b>D. Swimming pool</b>	( )	Good( ), Average( ), Poor( )
<b>E. Sound/media facilities</b>	( )	Good( ), Average( ), Poor( )

<b>F. Others</b> <b>(Field project of KOICA Volunteer)</b>	
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3) Activity target

<b>Activity target</b>	Elementary school student( ), Middle school student( ), High school student( ), College student( ), Others( )
<b>Number of participants</b>	1~50( ), 51~100( ), 100~200( ), 200~300( ), More than 300( )
<b>Availability of personnel</b>	P.E. teacher( ), Teacher( ), Administrative staff( ), Others( ) / Insert number
<b>Activity hours</b>	
<b>Further references</b>	

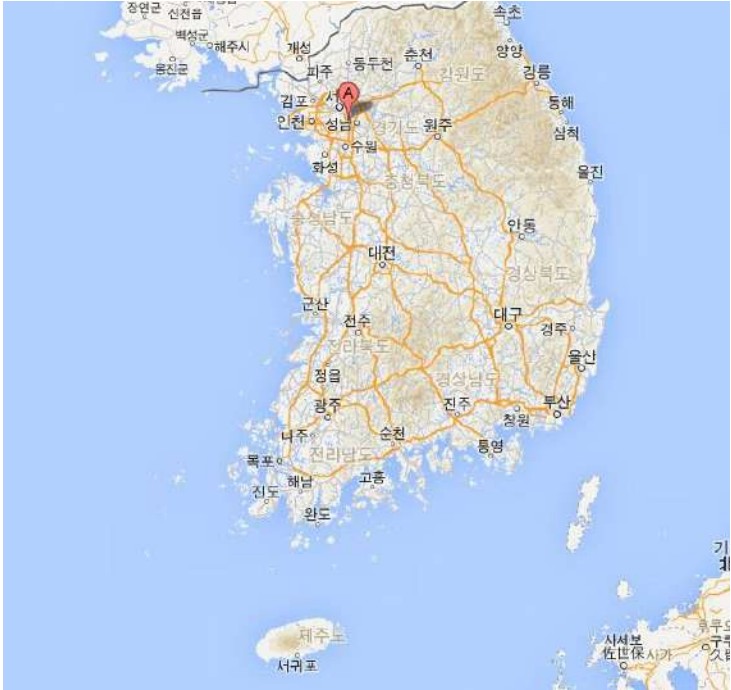
4) Availability of office and office equipment (Please be specific, e.g. computer, printer, telephone, etc.)

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

<p><b>Location information on the map</b></p>			
<p><b>Local population</b></p>	<p>( )</p>	<p><b>Distance from the capital</b></p>	<p>Km</p>
<p><b>City type</b></p>	<p>Metropolis( ), Medium-sized city( ), Town ( )</p>	<p><b>Means of transportation to the capital</b></p>	<p>Airplane( ), Automobile( ), Train( ), Bus( )</p>
<p><b>Living expenses/month</b></p>	<p>US\$</p>	<p><b>Travel time to the capital</b></p>	<p>( ) hr, ( ) min</p>
		<p><b>Housing expenses/month</b></p>	<p>US\$</p>
<p><b>Housing</b></p>	<p>Provided by Institution ( )</p>	<p>Dormitory( ), House( ), Apartment( ), Official residence( ), Others ( )</p>	
	<p>Not provided ( )</p>		
<p><b>Electricity</b></p>	<p>110v ( ), 220v ( ), Both ( )</p>	<p><b>Heating/Cooling</b></p>	<p>Heater available ( ) Air-conditioning available ( )</p>
<p><b>Safety conditions</b></p>	<p>Very safe( ), Safe( ), Dangerous( ), Very dangerous( )</p>	<p><b>Medical facilities</b></p>	<p>General hospital( ) Hospital( ) Health center( ) N/A( )</p>
<p><b>Vaccination requirements</b></p>			
<p><b>Current activities of KOICA members</b></p>			

<b>Other useful information</b>	Insert additional information, e.g. supplies, materials to prepare before departure
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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) : \_\_\_\_\_