

# Volunteer Application Form 2009

## Personal Details

Title  First Name  Last Name

Street No.  Street Name

P.O Box  (if applicable)

City / Suburb / Town

State  Country  Postcode

DOB  /  /  Contact No.

Email

In case of emergency:

Next of Kin

Relationship  Contact No.

## Placement Details

Please indicate the number of weeks you will be with the volunteer programme, and your proposed departure date. A **4 week minimum** applies. Stays can also be extended on a weekly basis, space permitting. **Note:** The programme is not open in the months of January, February, and September of 2009.

Arrival Period	Start Date	Stay (in weeks)
30th — 31st December	1st January	CLOSED in 2009
30th — 31st January	1st February	CLOSED in 2009
27th — 28th February	1st March	
30th — 31st March	1st April	
29th — 30th April	1st May	
30th — 31st May	1st June	

Arrival Period	Start Date	Stay (in weeks)
29th — 30th June	1st July	
30th — 31st July	1st August	
30th — 31st August	1st September	CLOSED in 2009
30th — 31st September	1st October	
30th — 31st October	1st November	
29th — 30th November	1st December	

Departure Date: (dd/mm/yyyy)  /  /

### South African Volunteers Only

Full Residential Programme  Week-in Programme  (tick appropriate)

**Medical Information**

1. Do you have any pre-existing medical condition, or injuries, that may affect your ability to do physical work ?

2. Please list any medications you are taking, and the conditions they address.  
(Should you need to be hospitalised, it will be important to provide this information to the attending physicians.)


3. Do you have any allergies ? (e.g. to food substances, insect bites, pollen, antibiotics or other pharmaceutical products)

4. Have you had any major illnesses or undergone surgery within the past 12 months? If so, please specify.

5. If you have a regular doctor, please provide his / her details below.

Title	First Name	Last Name
D R		

Name of Clinic or Practice

Contact No.

6. Vaccinations. It is the responsibility of each volunteer to ensure they have consulted their GP or travel medicine specialist regarding vaccination requirements. However, we **strongly** urge you to ensure your tetanus vaccination is current. You will be working in an environment that demands it.

**Other Details**

1. Do you have any personal or religious convictions that impact what you can eat?

vegetarian     other (please specify)

2. Are you travelling in a couple? Please provide the name of your partner.  
(They will also need to fill out an application form. This question helps us sort out the accommodation arrangements. )

3. Where did you hear about the Klipkop Volunteer Programme? Please provide details.

search engine	<input type="checkbox"/>	
web directory	<input type="checkbox"/>	
magazine	<input type="checkbox"/>	
newspaper	<input type="checkbox"/>	
flyer	<input type="checkbox"/>	
direct mail	<input type="checkbox"/>	
other	<input type="checkbox"/>	

**Other Details (continued)**

4. What are your present working circumstances?

- gap year                     
  part or full-time student                     
  in the work force                     
  retired / taking time out

If you are a student, or have deferred, please specify the course you are / will be undertaking. If in the work force, please specify your occupation. Please note, this has no bearing on your application, it just helps us with marketing and programme development activities.

5. If you were asked to nominate your top 3 reasons for joining our volunteer programme, what would they be? (please tick)

a holiday alternative	<input type="checkbox"/>	an opportunity to work with wildlife	<input type="checkbox"/>
a springboard to seeing other parts of Africa	<input type="checkbox"/>	the mix of environmental and wildlife conservation	<input type="checkbox"/>
a richer cultural experience of Africa	<input type="checkbox"/>	to gain some practical experience for my career	<input type="checkbox"/>
to "make a difference"	<input type="checkbox"/>	to "pull body and soul together" after difficult times	<input type="checkbox"/>
to travel before settling into study or work	<input type="checkbox"/>	to rethink current priorities and future direction	<input type="checkbox"/>
to evaluate a career option	<input type="checkbox"/>	to meet new people from other countries	<input type="checkbox"/>
to visit a developing country	<input type="checkbox"/>	to do something very different from the every-day	<input type="checkbox"/>

**Indemnity**

1. I,  the undersigned ("**the Indemnity Grantor**"):

in my capacity as an adult over the age of 18 years and pursuant to my application to become a volunteer of the Klipkop Conservancy and Rehabilitation Centre, hereby acknowledge, agree and undertake in favour of Klipkop's management, employees, representatives and agents ("**the Indemnified Persons**") that:

1.1 the Indemnity Grantor is fully aware that the duties of the volunteer may involve hazardous activities and the Indemnity Grantor fully accepts all the risks associated therewith;

1.2 the Indemnity Grantor hereby releases the Indemnified Persons from all liability and holds each and all of the Indemnified Persons harmless against all claims, damages, injuries, losses, deaths, expenses and liabilities arising out of, or in any way connected with, working as a Klipkop volunteer, including without limitation:

1.2.1 any personal injury or loss of life;

1.2.2 any loss of support, maintenance or other claims or damages arising from or connected with any personal injury or loss of life to the Indemnity Grantor;

1.2.3 any loss or damage to clothing or property belonging to the Indemnity Grantor or any other third party which may occur whilst the Indemnity Grantor is working as a Klipkop volunteer,

whether arising out of strict liability, statute or otherwise, and whether caused by the negligence or gross negligence on the part of the Indemnified Persons, or any other person or otherwise.

2. Each clause of this deed of indemnity is independent and severable from all other clauses.

3. The acknowledgements, agreements and undertakings in this indemnity shall be deemed to be made in favour of the management, employees, representatives and agents of Klipkop, capable of acceptance at any time.

4. Each element of the release from liability and/or indemnity in respect of each cause or activity covered by this release from liability and/or indemnity shall be separate and severable from the other elements.

5. This indemnity shall in all respects be governed by the laws of the Republic of South Africa, and all disputes, actions and other matters arising in connection therewith shall be determined in accordance with such laws.

**Indemnity Grantor**

**Witness**

Signature

Signature

Name (Print)

Name (Print)

Signed on

/ 
 

 /

dd/mm/yyyy

## Terms and Conditions

### 1. Terminology

'You' and 'your' means the volunteer who has entered into this agreement by signing this form.

'We', 'us' and 'our' means the Klipkop Conservancy and Rehabilitation Centre, Plot 30, Klipkop, Bronkhorstspruit, South Africa.

### 2. What These Conditions Cover

This agreement applies to all bookings made by you with us for a placement at the Klipkop Conservancy and Rehabilitation Centre as a volunteer.

### 3. Accommodation

**3.1** The accommodation is a home-style setting. You are to take care of the property as you would your own home. We will ask you to pay for any damage you cause.

**3.2** The sleeping arrangements may be private or shared dependent upon the number of volunteers being accommodated at the time.

**3.3** If you are travelling as a couple, you must indicate this on the application form, otherwise we cannot guarantee that you will be housed in the same room.

**3.4** Bathroom and toilet facilities are shared. They are western-style.

**3.5** The accommodation is for your use. You may not invite friends or family to enter or stay on the property without the permission of management.

### 4. Food

**4.1** If you have any dietary requirements, either through personal preference or religious beliefs, you must specify it appropriately on the application form, otherwise we may not be prepared to cater for it (unless it is life-threatening).

**4.2** You must bear in mind that Africa may not have the same range of foods that you are used to at home. Therefore it may simply not be possible to satisfy your preferences exactly. We will endeavour to do our best.

**4.3** As a general rule, there is a vegetarian option served as part of each evening meal. We ask non-vegetarians to hold back until the vegetarians have had sufficient. Otherwise, food can be left-over that the vegetarians cannot eat.

**4.4** We will provide you with 3 meals per day (including weekends): breakfast and lunch are self-serve; dinner is cooked for you, although you may be asked to assist in its preparation. Volunteers are expected to wash up after the evening meal.

**4.5** We purchase a standard range of food stuffs for breakfast and lunch time. We are happy to accommodate requests for alternative purchases, providing they are within a similar price range.

**4.6** The meals are typically western-style, although occasionally a traditional South African meal will be prepared.

**4.7** A shopping trip is provided free of (transportation) charge each week. Volunteers are welcome to supplement the food that is provided for them, with their own choices, at their own cost.

### 5. Travel

**5.1** You are responsible for arranging and paying for your own travel to the Johannesburg International Airport, and your return ticket.

**5.2** You are responsible for arranging and paying for your own travel insurance. We strongly recommend you take out travel insurance which covers at least the following: light work, injury, accident or illness, legal liability and expenses, lost baggage, and cancelled flights.

**5.3** Should you elect not to purchase travel insurance, we cannot be expected to cover any expenses incurred as a result of any event, even in lieu of repayment.

**5.4** You will be collected on arrival, providing you have given at least 7 days notice of your arrival details. You will be dropped back at the airport or station once your placement is complete in time for your return flight or further travel. Both the pick-up and drop-off service are provided free of charge.

### 6. Visas and Passports

**6.1** South Africa does not have a visa specifically for volunteers. Work permits are not required, as you receive no payment for your volunteer activity. You can enter the country on a tourist visa. To date, no volunteers have experienced any problems with local immigration authorities regarding their visa.

**6.2** The tourist visa is granted on arrival and is for a period of 3 months. Should you decide to stay longer in South Africa, your visa can be extended at the Department of Home Affairs in Pretoria. A fee of R425 is payable for each 3 month extension (as at April 2004).

**6.3** You must have a valid passport to travel. Your passport should not expire within 6 months of your expected return date.

### 7. Payment and Booking

**7.1** Applications will be processed in order received. We will send you a confirmation of booking notice within a period of 7 working days, or provide other date alternatives.

**7.2** Payment can be made via electronic transfer, travellers cheques or cash (USD or AUD only). We ask that payments via electronic transfer be made at least 4 weeks in advance of the programme commencement date. Should we not receive payment from you, your place may be offered to another applicant.

**7.3** We must receive your full flight details (country of origin, airline, and flight number) at least 7 days prior to your arrival.

(continued next page)

**Terms and Conditions**

**8. Our Obligation To You**

We will do our utmost to ensure your stay is enjoyable. We will also advise you how to conduct yourself when you are outside the property, and where you are advised not to go for the sake of your own safety.

When you leave the property, we ask you to let us know where you are going and when approximately you will be back. We do this, not to intrude upon your freedom, but to know where to direct authorities, or start looking ourselves, if you do not return. We also ensure that each group has a mobile phone with them, so a line of communication is readily available should any problem arise.

The volunteer programme commenced in 2002 and no-one has come to any harm. However, South Africa does have a high crime rate and it would be remiss of us not to take every precaution.

**9. Your Obligation to Us**

**9.1** We ask you to comply with any reasonable request we make. We ask you to perform the volunteer activities to the best of your ability.

**9.2** We ask you to take care of, and be responsible for, any materials or equipment provided for your use. You will be charged for any loss or damage you cause.

**9.3** Any damage to property, caused by you or any guests invited by you, are your responsibility and you will be charged for that damage.

**9.4** We ask you to stay for the full length of time you have nominated on your application form. If you chose to leave early, we cannot be responsible for your welfare or safety.

**9.5** We ask you to respect your fellow volunteers. Maintaining a positive group dynamic is so important to everyone having an enjoyable time.

**10. Inoculations and Medical Advice**

**10.1** It is your responsibility to ensure that you have taken appropriate medical advice from your doctor or travel medicine specialist in respect to entering South Africa. They will be able to advise you about inoculations. Our only stipulation is that your inoculation against tetanus is current.

**10.2** You should bring sufficient medication / medical equipment with you to last the duration of your placement, with a little in reserve. You may not be able to fill your prescriptions in South Africa.

**10.3** We suggest that you bring a basic first-aid kit with you. These are available from travel medicine specialists. Gastrointestinal upsets are one of the most common illnesses contracted by travellers, although there have been only a few cases at Klipkop. We do suggest that you include pharmaceutical products which address symptoms of stomach cramps, diarrhoea, and dehydration.

**10.4** Should you fall ill or become injured during your time at Klipkop, we will ensure you receive medical attention at one of the clinics or hospitals.

**11. Termination**

**11.1** We have the right to end this agreement if:

- i. you are not fulfilling your obligations as a volunteer;
- ii. your behaviour, in our opinion, is causing distress to staff or volunteers;

- iii. you continually refuse to carry out reasonable requests;
- iv. you have acted in such a way that you are likely to bring our organisation into disrepute;
- v. you have acted with reckless regard for the safety of staff or volunteers, or have caused them actual harm;
- vi. you are found to be involved with illegal substances, or are convicted of a criminal offence during your placement.

Should this occur, you will be removed from the programme. You may be handed over to the police or returned to the airport.

**11.2** If you terminate this agreement once you have started the placement, this is your choice and you are responsible for your own actions. We will not provide you with any refund.

**12. Complaints and Suggestions**

**12.1** If you have a problem, please come and speak to us about it. Please speak to us when the problem arises, not when you are about to leave. This gives us the opportunity to address it.

**12.2** If you have a suggestion as to how we could improve the volunteer programme, please let us know. We have listened to many suggestions made in the past, and have acted upon them. Good ideas create a better programme for future volunteers. ■

I acknowledge that I have read the Terms and Conditions of my placement, as presented here, and agree to be bound by them.

Signature

Name (Print)

/  /  Date

### Processing & Payment

1. Once you have completed the form, you need to fax the entire document back to us at Klipkop. You can expect to receive a booking confirmation, or alternative date suggestions, within 7 working days.
2. If you are paying via electronic funds transfer, we ask that the payment be made at least 4 weeks prior to the commencement of your placement (or if you book within this period, as quickly as possible). We ask that you notify us when the deposit is made. Travellers cheques or cash can be paid on arrival. Unfortunately, we cannot accept personal cheques or credit cards. Please indicate how you intend to pay in the area provided below.
3. If you are an **international volunteer**, you must instruct us as to the details of your arrival (i.e. date, time, airline and flight/route information). We can pick you up free of charge from either Johannesburg International Airport or Pretoria Station. Local volunteers can also be collected from these locations, or make their way to Klipkop themselves. We would appreciate your travel arrangements being finalised **at least 7 days** prior to the commencement of your placement.
4. We will issue a final confirmation once payment (option) and flight details are received.

#### International / Full Residential Programme

first 4 weeks @ USD 1300;  
  subsequent @ USD 200 per week. \$

- OR -

#### Week-in Programme (non residential)

weeks @ R1500 per week R

(4 weeks min)

Payment method

Electronic funds transfer     Travellers cheques (USD only)     Cash (USD only)

### Account Details

**Account Name**            Mr A.R.W Prince  
**Account Number**        1071960168  
**Bank**                        ABSA  
**Swift Code**                632 005  
**Branch Code**              501 642  
**Branch Address**          5<sup>th</sup> Avenue, Springs. South Africa. 1560.

### Thank you

We sincerely wish to thank you for volunteering your time with us at the Klipkop Wildlife Sanctuary. Without volunteers, much of the work would never be done. Should you have any further questions about your placement, you are welcome to contact us.

#### Klipkop Wildlife Sanctuary

Plot 30, Klipkop. Bronkhorstspuit. South Africa.

P.O. Box 76, Welbekend. 1517.

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Fax: +27 866-778-099

Email: info@klipkop.co.za