

2014 年海外華裔青年英語服務營生活公約

2014 AIDSUMMER Program Orientation

一、一般規定 General

- (一) 全體學員必須遵守中華民國法律規定、本活動營部規範並尊重本國善良風俗民情。

All participants must comply with the law of the R.O.C., and the directions given by program coordinators.

- (二) 參加活動之青年如有特殊疾病(包括心臟病、腦血管疾病、糖尿病、精神病、癲癇症、傳染疾病及其它可能發生身體重大不適症狀疾病等) 將可能影響活動之正常參與者，請勿報名參加。否則如因此發生意外事故應該自行負責。

Applicants who have special medical conditions (including heart problems, diabetes hypertension, epilepsy and etc.), that may affect their abilities to serve should not participate in this study tour program. All participants will be personally responsible for their medical conditions shall they choose to participate in the program. The sponsors will not be liable for any accidents that occur as a result of participants' health conditions.

- (三) 全體學員必須全程參加訓練活動，未經請假不可擅自離開營隊，除中午(12:00-14:00)與傍晚(17:00-18:00)休息時間外，不可會客。

Participants must attend all scheduled classes and events. Leaving without permission is not allowed. Visitors' hours are 12:00 to 14:00 and 17:00-18:00.

- (四) 服務期間團員因疾病送醫治療，應自行負擔醫藥費，團員及家人不得向主辦單位提出任何要求。

The sponsors will not be liable for any medical expenses incurred by the participants. Any requests for medical reimbursement from the participants or their parents will be denied.

- (五) 參加活動之青年如有提早報到或延遲離營，其所需膳宿、交通等費用請自理。

Participants are responsible for his/her own accommodation, meals and transportation if he/she arrives earlier or leaves later than scheduled.

- (六) 團員於活動期間不得無故請假參與其它活動或旅遊。

Participants should not concurrently participate in other programs or

tours during this summer program.

- (七) 活動期間不得從事喝酒、賭博、吸毒及其他不良休閒與嗜好；在臺期間除規定之吸菸區外不可吸菸。

Alcohol, gambling, and illegal drugs are forbidden at the camp.

Smoking is strictly prohibited except in designated smoking areas during the stay in Taiwan.

- (八) 全體學員訓練活動期間必須穿著制服(Polo 衫+長褲)，不得穿著暴露或奇異衣服，亦不可穿著短褲、拖鞋、內衣。

A uniform dress code is required during the summer program (Polo shirt with jeans) at all times. Avoid wearing clothes that are overly exposed.

- (九) 全體學員務必愛惜公物，並妥善保管私人物品，若有遺失自負責任。

Volunteers are expected to use the communal facilities and amenities with care. In addition, participants are responsible for safeguarding their own valuables and belongings.

- (十) 全體學員必須遵照分配用餐桌次、上課座位與宿舍分配，不可私自調整。

Accommodations and dining seating arrangements are fixed. Changing these arrangements is prohibited.

- (十一) 學員間聯誼、會談，請利用宿舍一樓之交誼廳。

Use only the lounge on the first floor for social activities.

- (十二) 不得於海邊嬉戲、玩水。

Volunteers are forbidden to be at or near the beach.

- (十三) 團員在活動期間不接受輔導及不遵守規定事項，致發生意外事故，應自行負責，主辦單位除有重大過失，對於該團員不負任何賠償責任。如有任何爭議皆依中華民國法律處理。

Participants are personally responsible for accidents that occur from not complying to advices, rules and regulations of the volunteer program. The sponsors will not be held financially liable for any negligence of the rules. The laws of the Republic of China prevails shall there be disputes.

- (十四) 參加活動之青年返國後，應遵守活動規定，若有違反且情節嚴重者，主辦單位有權中止其繼續參加活動，並通知其家長及在臺監護人。

Participants are to abide by the rules and regulations of the volunteer program outlined in the Volunteer Program Handbook. Participants who deviate from these rules and regulations will be subjected to probation and a permanent dismissal from participating in the remainder of the volunteer program. Authorities of the volunteer program reserve the right to inform the parents, guardians, and/or relatives of the participant shall such circumstances occur.

(十五) 團員於活動期間發生任何意外事故，主辦單位儘就其故意過失負責。

The sponsors will not be responsible, or liable, for accidents that occur during the volunteer program, with the exception of incident being the direct result of inexcusable negligence from the organizer of the volunteer program.

(十六) 團員因違法行為或其他歸責於團員之事由，致遭政府治安機關羈押或留置時，應由該團員自行負責，與主辦單位無涉，並負責賠償本活動主辦單位因此所受之一切損害。

If the participant ends up in the custody of law enforcement from a violation of the laws of Republic of China, such matter will be the participant's own responsibility. The organizers will not be held responsible for such actions. Moreover, the sponsor reserves the right to request for compensation for any inconvenience caused by the individual or situation.

(十七) 團員攜帶行李應力求簡單輕便，不得攜帶任何違禁品及保育類動物製品。

Participants are encouraged to pack lightly. Articles and products made of endangered species are strictly prohibited.

(十八) 因病或其他原因無法上課或參加活動，需事前向主辦單位請假(備證明)；其需請假離營者須取得主辦單位同意。

Participants who are unable to attend classes or activities because of health issues or other problems should notify the organizer ahead of time with proof. Permission from the sponsor (OCAC) is needed shall the participant need to leave the program for reasons mentioned above.

二、用餐規定 Dining

(一) 全體學員必須準時到達餐廳用餐，用餐時間：早餐 8:00，午餐 12:00，晚餐 17:00。

Breakfast is at 8:00, lunch is at 12:00, and dinner is at 17:00. Punctuality is required.

(二) 全體學員必須依據分配桌次就座用餐，不可私自調整用餐座位。

Participants should take the assigned seats at the dining hall during mealtime. Changing seats is not allowed.

(三) 桌全員到齊或宣布全體學員開動後始可用餐，因遲到而未能用餐者自行負責。

The meal shall start when all members of the table are present or when an announcement is made. Please note that the restaurant is not able to provide food for those who are late and miss the meals.

(四) 餐廳仍需衣著整齊，不可穿拖鞋、短褲及內衣。

Dress properly and avoid wearing slippers, flip-flops or undershirts in the dining hall.

三、住宿規定 Accommodation

(一) 各寢室鑰匙由室長保管，離開各宿舍繳回櫃台。

The bedroom leader keeps the bedroom key. He/She will keep the key until it's time to check out.

(二) 個人寢具、衣物與其他用品，必須保持整潔。

Always keep your bedroom neat and clean.

(三) 開寢室時務必上鎖。

Always lock the door whenever someone leaves the room.

(四) 就寢時間每日 23:00 至次日 7:00。

Bedtime is from 23:00 to 07:00 the next morning.

(五) 每晚查房點名，查房之後不可離開宿舍，若私自離開宿舍或營對而受傷或滋事者，本營隊一概不負責。

Nightly attendance will be called, and participants must not leave the dormitory after the completion of evening attendance. The participants will assume full responsibility for injuries or damages resulting from this violation.

(六) 查房後謝絕所有訪客，不可將訪客帶入宿舍或留宿。

No visitors are allowed to enter or stay overnight in the dormitory after the evening attendance is completed.

(七) 志工不得進入工作人員房間。

Volunteers are not allowed to enter a staff's room.

四、個人違規扣分規定 Misconducts

(一) 扣分項目 Point System:

(1) 一般規定 Activities with Mandatory Attendance: Classes, Outings, Performances, Lectures

1. 上課/用餐/活動遲到超過五分鐘者扣 0.5 分。

0.5 points is deducted for being more than five minutes late for a class/a mealtime/an event.

2. 未經許可私自更換上課座位扣 1 分。

1 point is deducted each time you change classrooms seat arrangement without permission.

3. 上課/用餐/活動缺席者(遲到超過十五分鐘者視為缺席)扣 1 分。

1 point is deducted for being absent for a class/a mealtime/an event. (Being late for more than fifteen minutes is considered being an absence.)

- 4.上課/活動無故中途離席者扣 1 分。
1 point is deducted for leaving in the middle of a class/an event without a legitimate reason.
- 5.不聽老師或輔導員勸戒者扣 1 分。
1 point is deducted for ignoring warnings from the teachers or counselors.
- 6.未經講師允許在課程進行中逕自使用筆電、手機、平板電腦或聽 MP3 扣 2 分。
2 points are deducted for using your laptop, cell phone, tablet computer, or listening to music during class without permission.

(2) 晚點名 Evening Attendance

- 1.查房時不在寢室內扣 2 分。
2 points are deducted each time you miss the evening attendance call.
- 2.換房間扣 3 點
3 points are deducted for swapping rooms.
- 3.查房後不假外出扣 5 分。
5 points are deducted for leaving the campsite without permission after the evening attendance is completed.
- 4.就寢時間 (晚上 11 時至次日早上 7 時)進入異性的房間扣 8 分。
8 points are deducted for staying in the bedroom of a person of the opposite sex.
- 5.私自留外人在宿舍過夜扣 10 分。
10 points are deducted for allowing an unauthorized individual(s) to stay over night in the dormitory.

(3) 其它 Others

- 1.遺失名牌扣 2 分。
2 points are deducted for losing your nametag.
- 2.室內吸煙扣 4 分。
4 points are deducted for smoking indoors.
- 3.私自邀約外人參加營隊的課程或活動扣 5 分。
5 points are deducted for bringing guests to camp classes/events without permission.
- 4.騷擾或侮辱輔導員扣 6 分。
6 points are deducted for harassing or insulting the counselors.
- 5.破壞公物扣 6 分。
6 points are deducted for damaging the facilities and amenities.
- 6.未經請假許可擅自離開營隊扣 10 分。
10 points are deducted for leaving the campsite without permission.
- 7.打架、喝酒、賭博或吸毒扣 10 分。
10 points are deducted for fighting, drinking alcohol, gambling or doing illegal drugs.

(二) 扣分超過 3 分者，處分如下表：

累積扣分 Accumulated Points	強制輔導 Disciplinary Action
累扣達 3 分 An accumulation of 3 total points	北上受訓期間，勞動服務一次（課後清潔或整理） Camp service including cleaning classrooms. (6/30-7/5) 寶島參訪期間，罰寫中文心得 200 字 Write 200 words (in Chinese) of what you have learned in class and of your personal experience regarding the program thus far. (7/20-7/27)
累扣達 4 分 An accumulation of 4 total points	罰寫中文心得400字 Write 400 words (in Chinese) of what you have learned in class and of your personal experience regarding the program thus far.
累扣達 6 分 An accumulation of 6 total points	營總幹事約談 Meet with the Camp Director
累扣達 7 分 An accumulation of 7 total points	不予核發本英語學習服務營服務證書 Your AID Volunteer Program certification is canceled
累扣達 8 分 An accumulation of 8 total points	不得參與寶島參訪 Exclusion from the tour to the south
累扣達 10 分 An accumulation of 10 total points	經工作會報表決過半數決議通過，終止繼續參加活動並通知學員家長及在臺監護人 Your participation in the program is terminated and your guardian in Taiwan is informed with the approval of 50% of advisory board members.

(三) 獎勵制度：Award

獎勵事項	獎勵方式
全勤獎 Perfect Attendance Award	學員於活動期間於每個集合及上課時間點皆準時者，於活動結束後特頒全勤獎，以資獎勵。(包含晚點名) The participants who attend all classes on time will receive this award. (Including showing up on time for nightly attendance calling)
表現優異獎 Excellent Performance Award	於活動期間未被扣分者，頒發此狀，以資獎勵。 The participants whose points have not been deducted for any reason will receive this award.
團隊獎 Teamwork Award	於活動期間，以組別(車)為單位，表現優異之組別，整組頒發獎狀，以茲鼓勵。 Each bus is grouped as a team, and the team with the best

	behavior and performance throughout the tour will receive this award.
--	---

(四) 個人扣分申請程序 Appeal Procedure

(1) 扣分制度將在生活中說明會後立即生效，每日扣分 / 個人累計扣分每天中午前將公佈於 服務台旁佈告欄。

Point system takes effect immediately after the orientation. Accumulation of points for each volunteer will be posted every day before noon on the bulletin board by the front desk.

(2) 如果對自己的扣分結果有異議，可在一日內填表申訴。

You may fill out an appeal form within 24 hours if you have any objections to your personal point record.

(3) 服務台提供上訴申請表，填完之後親自交回服務台。

Appeal forms are available at the front desk. Fill out the form and return it to the front desk in person.

(4) 申訴表須有服務台值班輔導員簽名，否則申訴內容將不予受理。

Appeal forms are not valid without the front desk counselor's signature.

(5) 申訴結果於次日晚餐前通知當事人，並不得再申訴。

You will be notified of the result of the appeal before dinner the next day. The case will be closed once the result is posted, and no further appeal of the same case may be made afterward.

=====

CONTRACT FOR ORIENTATION

Student ID: _____
 Name: _____

I, _____ have read and understand the rules and regulations above. I will obey the Orientation of **2014 Overseas Youth English Teaching Volunteer Service Program**. I understand that I am personally responsible for any consequences as a result of not adhering to the rules and regulations listed above.

Signature: _____ Date: _____