

# Counseling Details for Volunteers at Yuan Ze University

12.24.2003 Ratified in the 2nd Student Affair meeting of academic year 2003

04.19.2006 Revised and ratified in the 3rd Student Affair meeting of academic year 2005

## Clause 1 Purpose of Consultation

This set of details is established to integrate the human resources at YZU so that the power of the students who are willing to work as volunteers will be put to the best use. The goal is to promote the virtue of volunteer service and help make use of all resources on campus.

## Clause 2 Consultation Guidelines

The volunteers at YZU shall abide by the following principles.

- I. Providing students who want to establish a volunteering organization with consultation.
- II. Promoting the atmosphere of volunteering service.
- III. Helping students to develop the ability to help themselves and others.
- IV. Cultivating a service philosophy for all consultation units and providing encouragement for the engagement in volunteering service.
- V. Promoting the harmonious respects between faculty members and students and strengthening moral development on campus.

## Clause 3 Consultation Principles

The consultation units of each volunteering group shall supervise the activity planning, execution status and organizational operation of the volunteering group. At the end of each semester, the evaluation of volunteers will be held. The evaluation results will serve as the basis of granting volunteer certificates and service certificates. In May each year, organizational observation is held. The goal is to review the past performance and plan for the future.

## Clause 4 Ethical Principles for Volunteers

- I. All volunteers should be dedicated, have a persistent attitude and will not quit easily.
- II. All volunteers should be willing to give and help others without asking for fame or benefits.
- III. All volunteers should focus on their service, be down-to-earth and not expect to have any privileges.
- IV. All volunteers should be objective, firm and not emotional.
- V. All volunteers should be patient in giving advice, respect others' opinions and not get into others' business.
- VI. All volunteers should have the willingness to learn and grow, want to learn

new things and refuse to be too conservative.

- VII. All volunteers should be faithful to their work, be responsible and will not take their jobs lightly.
- VIII. All volunteers should be willing to work with the units that need them, follow the rules and not override their colleagues.
- IX. All volunteers should have enthusiasm, respect harmony and not try to get into troubles.
- X. All volunteers should be willing to acknowledge themselves and realize their dreams instead of having a daydreaming attitude.
- XI. All volunteers should be willing to respect others, protect others' privacy and keep their promises.
- XII. All volunteers should cherish resources and refuse to take bribes or get involved in any political, religious or commercial behaviors.

#### Clause 5 Setting Up the Organizations and Its Members

- I. Based on the different natures of units at YZU, different volunteer groups can be established with proper guidance. Each group requires at least 10 members.
- II. All YZU students who are interested in volunteer work can apply to join the groups.
- III. The organizational charter should include the following details.
  - (1) Name ("Yuan Ze University" must be included in the name of the organization).
  - (2) Purposes.
  - (3) Structure.
  - (4) Terms for joining and withdrawing from the group or being expelled by the group.
  - (5) Rights and obligations of the members.
  - (6) Quotas, rights, terms, election and termination of all staff members.
  - (7) Ways to call a meeting and reach decisions.
  - (8) Amendment of the charter.
  - (9) Date details for setting up the charter.

#### Clause 6 Organizational Observation

- I. The items of an observation include the evaluation of volunteers, organizational structure, curricular planning and activity ideas.
- II. The approaches of observations include a presentation, information collection and opinion exchange.
- III. The observation staff: each volunteering organization should recruit two volunteers with the same nature or group instructing teachers. The

recruited personnel should be approved by the head of the Office of Student Affairs.

- IV. All organizations that have conducted effective observations will be granted with two additional recommended quotas for Service Silver Medals. The volunteering organizations with exemplary performance can have their quotas increased by the selection of the Office of Student Affairs. The maximum of added quota is two.

#### Clause 7 The Re-organization and Dismissal of Volunteer Groups

If a volunteer group faces one of the following situations, it can be re-organized or dismissed by the consulting unit.

- I. When the volunteer group violates laws/regulations, university regulations, public orders or customs.
- II. When the volunteer group is functioning against its organizational purposes or the activities held fail to meet the stated purposes.
- III. When the volunteer group is engaged in improper activities under disguised names.
- IV. When the consulting unit experiences organizational changes because of the alteration of its business needs.
- V. When the volunteer group has been established for one year but fails to hold any organizational observations.

#### Clause 8 Qualifications for Volunteers

- I. The applicants have to share the organizational philosophy of the consulting unit as well as the volunteer group.
- II. The applicants have to participate in on-job training and meet the hour requirement (the criteria for required hours are set by different consulting units).
- III. The applicants must be willing to accept the educational training required for their future positions.
- IV. The applicants must be fair to one another, respect others' freedom, and preserve others' dignity, privacy and religion.
- V. Based on the nature of the position and special characteristics, the applicants are willing to take up their positions when their safety and hygiene conditions are guaranteed.

#### Clause 9 Privileges of Volunteers

When the volunteers have been involved in the service for one year and have actively participated in the service, activities, as well as shifts and attend meetings (reaching a total participation hours of 2/3 of the entire academic year total hours), they are entitled to the following privileges.

- I. Those who have enjoyed excellent service performance will receive first consideration when the group recommends the members to participate in the application of becoming off-campus volunteers.
- II. Those who have enjoyed excellent service performance can be recommended to participate in the cooperation programs of international volunteer exchange.
- III. Those who have enjoyed excellent service performance can be recommended to apply for all kinds of awards available for YZU volunteers as well as participate in the selection of volunteers with outstanding performance off-campus.
- IV. Those who have participated in volunteer service and their service has been recognized by the consulting units are qualified for applying the five-categorical certificates.
- V. The new volunteers who have served for one year and passed the evaluation will be given the volunteer certificates. When the continuous volunteer service passes the evaluation, an annual service certificates will be awarded.

#### Clause 10 Obligations of Volunteers

- I. Abiding by the regulations related to ethics and morals as volunteers.
- II. Abiding by the charter regulated by each consulting unit.
- III. Participating in the educational training session offered by each consulting unit.
- IV. Participating the planning, designing, implementation and evaluation of the service projects.
- V. Making good use of the volunteer certificate and the service certificate.
- VI. Respecting the rights of those requesting the service.
- VII. Keeping all information obtained or received via service confidential.
- VIII. Taking good care of and making good use of the resources provided by each consulting unit.
- IX. Refusing taking the payment in any format from those receiving the service.

#### Clause 11 Evaluation and Reward of Volunteers

- I. Each consulting unit can set up the implementation details related to the evaluation and reward of volunteers.
- II. All YZU volunteers who have passed the evaluation will receive their volunteer and service certificates at the ceremony.
- III. Those volunteers who do not pass the evaluation are encouraged to continue their participation in the service and receive another evaluation in the next academic year.

Clause 12 This set of details is established by the Student Affair meeting before implementation. All amendments require the same procedures.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**