



Guide to Volunteers

Introduction

As a volunteer, one can develop his / her potential and serve the society. In return, services of the Home can be developed and be more widely known to the society as a whole.

Guide

1. Individual Volunteers

- 1.1 A volunteer must be mature, independent and willing to provide service without payment.
- 1.2 All applicants need to be assessed and attend an interview before becoming a registered volunteer of the Home. Successful applicants are required to sign a service contract with the Home. Details of the service content will be clearly stated in the contract.
- 1.3 During the contract period, the volunteer should serve whole-heartedly and follow all requirements of the contract. He / she should keep close contact with the responsible worker to discuss issues concerning the service provided.
- 1.4 All volunteers should respect and follow the service objectives of the Home. All information acquired about the Home and the client during the serving period should be kept confidential.
- 1.5 Before expiry of the contract, the Home will review the volunteer's performance in order to decide whether to renew the contract or not. A one-month notice is required if either the volunteer or the Home wants to discontinue the service before expiry of the contract. However, the Home reserves all rights to discontinue the contract at any time if deemed necessary.
- 1.6 Special notes for service to children
 - Those who pay visits to children on individual basis must be 21 years old or above.
 - Applicants with experience in children service or special talent will be given priority.
 - Whether the volunteer can take a child for outing will be decided on individual consideration.

2. Volunteer Groups

- 2.1 Applicant should be a registered body or sub-group of a registered body, whereas the members providing service should be 16 years old or above.
- 2.2 Applicants are required to provide continuous service to the Home at least 3 times in 3 months. The service nature and content should suit the need of the Home.
- 2.3 Applicants should complete the Group Volunteer Application Form with detailed service proposal. Only successful application will be informed.
- 2.4 All members of the volunteer group should respect and follow the service objectives of the Home. All information acquired about the Home or the client during the serving periods should be kept confidential.
- 2.5 The Home reserve all rights to discontinue any service provided if deemed necessary.

3. Contact

For further enquiries, please contact:

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