



Guidelines for HCA Volunteers

This pack is designed to help prepare you for your upcoming volunteer trip to our Heartland school project in Kathmandu, Nepal. The following also describes what we require from you as part of creating a framework to work collaboratively with CLCR in its aid and educational development projects.

This checklist is split into two parts - what we need from you and what we recommend you should organise before your departure.

Part 1 - CLCR Requirements

We must have documentation of the following before approving your volunteer programme at HCA:

- Completed volunteer information form
- Insurance that covers your volunteer activities in Nepal - you must be insured, it is mandatory for volunteering. Please send us a copy of your insurance at least two weeks prior to your departure.
- Completed AFP National Background Check - this can take up to 30 business days to process and costs AUD\$43. Please go to the following website - <http://www.afp.gov.au/~media/afp/pdf/n/national-police-check-application-form.ashx> . Follow the instructions and when approved please send to us. Our bottom line is the protection of Nepali children and the development of opportunities through education, so we hope you understand that this is an essential component in minimising risk.
- Copy of your itinerary with flight details – to enable HCA staff to be prepared for your arrival.

Please forward the above items to: 25 Cope Street
Lane Cove
NSW Australia 2066

Or email to: ceo@forchildrights.com

'Creating Opportunity through Education in Nepal'

Part 2 - Recommendations

The following is what we recommend in preparation for a safe and happy trip to Heartland and Nepal.

- Vaccinations and medications - consult your doctor here.
- Visa - organise this at least three weeks prior to trip.
- Register yourself with the in-country Embassy of your nationality.
- Build your awareness about CLCR as an organisation and the Heartland school project. Visit the following two web sites:
CLCR: www.forchildrights.com
Heartland: www.heartlandnepal.com
- Build your awareness of Nepal and its cultural sensitivities. We recommend the following two sites:
Lonely Planet Guide: www.lonelyplanet.com/nepal
Local newspaper: www.thehimalayantimes.com
- We recommend that you catch a taxi from the airport to the HCA - approximately 500 rupees (AUS\$8-\$10).
- We highly recommend that you stay at the HCA school, as it will immerse you entirely in Nepali life. However, to cover the cost of accommodation and all meals a daily fee of \$10 is charged. If you would rather stay off-site in other accommodation but choose to have meals at the school, \$20/week will cover meals. This is not a profit making venture, simply an attempt to minimise the school's expenses – we hope you understand.
- Handy items to bring with you:
CLCR and HCA Emergency contact details - *keep these with you at all times during your time in Nepal*

CLCR CEO - Pat Price in Australia:
PH: 0402 486829
Email: ceo@forchildrights.com

HCA Principal - Karan Goyala in Nepal
PH: 977-98415-77946
Email: principal@heartlandnepal.com

Print a copy of the HCA's location from the website (<http://forchildrights.com/Volunteer.html>) . Enlarge it and be sure to familiarise yourself with the map prior to printing, as it will assist you to read it better when you need it (particularly as it prints quite faintly).



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