



ASVO ASSOCIATION FOR THE VOLUNTEER SERVICE OF PROTECTED AREAS IN COSTA RICA.

Dear Friend,

We would like to thank you for your request for information about the Program for Volunteers in the Protected Areas, administrated by Asociación de Voluntarios para el Servicio en las Áreas Protegidas (ASVO). We hope you find the following information useful, and we encourage you to contact us if you have any questions or queries.

Volunteers can assist with several different areas of work:

Conservation: ASVO supports park rangers' ideals and environmental organizations such as the Environmental Ministry (MINAET) and the National System of Conservation Areas (SINAC) in order to promote a responsible, conscious and sustainable response from our society.

Education: ASVO actively participates in environmental fairs, environmental education activities in local communities and schools, fire prevention seminars, teaching of English as a second language, volunteer training and sea turtle conservation programs.

Investigation: We work in two investigation sectors: investigation and projection unit and the Marine Resources conservation program whose main goal is the protection of sea turtles.

Internships: In addition we have projects for those who wish to complete internships, gap years, or thesis. Get hands on practice while working towards conservation incentives on one of our sea turtle projects, national parks, wildlife refuges or local schools.

More detailed information on all of the projects is available on our website.

Please visit www.asvocr.org

It is possible to participate at any time during the year, but space is limited during peak holiday times. Turtle nesting season also is very busy (July - August) so if this is a project you are interested in, we advise you guarantee your place as soon as possible.

In order to be eligible for the program, you must meet the following requirements:

- If you have less than 18 years, you will need an authorization from your parents

- Copy of your passport

- Cover the costs of participation established by the program, according to the work plan that you choose.

- Being able to communicate in basic Spanish is recommended but not necessary.

- Be in good health and willing to work in tropical conditions, and be able to adapt and relate in different cultures.

- Medical insurance.

- Be willing to follow the rules established by the Volunteer Program and by the National System of Conservation Areas.

- Resume

These are the steps to book your volunteer placement:-

1. To participate please fill in the attached form and send it back to us. We will confirm your place in your chosen project as soon as possible.

2. As soon as you have booked your flight you will need to send us the details (date of arrival, airline and flight number, arrival time). If you require assistance in booking accommodation and transfers in San Jose, please let us know.

3. Payment can be made before travel, via international bank transfer; or in cash directly to the ASVO office in San Jose. For the bank information please contact us directly.

Once you arrive in San Jose there will be a mandatory meeting at the ASVO office in San José – Costa Rica. In this reunion you will be given general information about the volunteer programs, the work involved, the rules and regulations of the organization and project, and travel information.

General Information

Cost: The rate for 2015 is of \$35 USD per day, and for 2016 is of \$38 including three meals a day and accommodation. In addition you need to pay a one-time \$60 USD inscription fee.

Lodging: During you stay in the projects, you'll live in the project's house (generally, they are small houses with basic amenities). Volunteers will be sharing rooms with other volunteers (male and female).

Food in the Projects: Consists primarily of rice, beans, meat, salads or pasta served with vegetables and some fruits and cereals. Three meals will be provided a day.

We can be contacted at:

Programa de Voluntariado Internacional

ASVO

Apdo: 11384-1000

San José, Costa Rica

Tele/Fax: 22223612

E-mail: tbadilla@asvoc.org

Rules inside the project:

1. Do not drink alcoholic beverages or stimulating substances.

2. Keep bedrooms clean.
3. Maintain personal cleanliness, as well as appropriate behavior and speech.
4. Do not sit to eat at a table shirtless.
5. No smoking is allowed inside the ASVO installations.
6. Respect others and their personal belongings.
7. Keep food out of your sleeping area- May attract spiders, ants, etc.
8. Adherence to meal times.

Remember to bring:

Personal items: Bed sheets and blankets, or sleeping bag; pillow, mosquito repellent, mosquito net, deodorant, towel, toothbrush and toothpaste, soap, shampoo, sun block, water bottles (nalgene), lip balm, glasses, contact lenses (bring spare pair), personal medications, first aid kit.

Clothes dark clothes (pants and t-shirts) for night patrols, easy dry t-shirts and shorts; rain gear (top and bottom) Swimsuit, briefs, sport bras.

Shoes: sandals, tennis or hiking boots, comfortable shoes (croc's, water shoes).

Other: flashlight or headlamp with red light, hat with visor, bandanas, sunglasses, camera, day pack, alarm clock, backpack big enough to fit all gear.

We appreciate your interest in the program and hope you will soon join us in the never-ending struggle to protect our fragile environment.

Sincerely,
Thomas Badilla
International Volunteer Coordinator
tbadilla@asvoc.org

Please read the following agreement carefully.

By sending the following application you agree to the following:-

A. My work has a voluntary character and I will not consider myself as a civil servant of MINAE, nor will I assume the agreement to be hired after any time.

B. My work will include:

1. Maintenance: washing, cooking, cleaning the house, mowing lawn, painting, repairing damage at the buildings and trails, collecting waste, cleaning the locations in public use and similar things.

2. Environmental Education: paying attention at the tourists, collaboration with every project that is realized in the area, concerning this subject.

3. Control and Protection: taking part in patrols, permanent guard posts and vigilances in the park and controlling of cars; as well as initiating all necessary actions for identification, gathering evidence and accusation of persons breaking park rules, especially of ecological character.

4. Attention at the tourists: offering of necessary information, caring for the security and commodity of the visitors and taking care that they fulfill the minimum requirements during their stay in the protected area.

C. I will not do jobs that are reserved exclusively for the civil servants of MINAE, for example: carriage and use of fire weapons, dealing with public money, driving around in vehicles belonging to the government (cars, boats, motorboats, motorcycles and other special equipment in the area). If I do not fulfill this disposition I am responsible for any loss and personal risk.

D. Every accident I have related to my voluntary work will be due to my own responsibility; ASVO is free of any obligation.

E. During my stay in the area, I have to respect the rules that consider me to be subordinate under the administration and instructions of ASVO and of the region; I will oblige to follow the management which is the same demanded of the civil servants; and I will follow the dispositions of the responsible executive, always according to the agreements in this offer.

F. I will accept the lodging and the alimentation that ASVO supplies, provided the fact that the conditions are the same offered to the civil servants of ASVO.

G. I will not act in any way that could affect my mental and physical health status negatively and I will not do any job that is not part of this offer.

H. The agreement concerning the entering of the conservation area for the established period is a formal agreement and if I do not fulfill it, I can be expelled of the volunteer program.

I. I will have to pay for the transportation and the expenses for alimentation, unless anybody indicates me the opposite fact.

J. I reserve the right to select the time and period of my stay provided that I communicate this one month before whereas ASVO reserve the right to accept or to refuse my offer.

K. I understand and accept the rules, the profile as well as the rights and obligations of the volunteers of ASVO.

M. I will have one day off per one week of participation.

These conditions will be valid for all services that I realize voluntarily for ASVO.

Volunteer Program

Volunteers Program Responsibilities:

1. You must attend a meeting with the Volunteer Program Coordinator at the ASVO office and the Program Coordinator of ASVO.
2. Select the National Park or sea turtle project in which you would like to work in (capacity limitation).
3. Complete the program work schedule. If you do not show up in your work place give the corresponding Project Coordinator the justification for it.
4. Follow the rules established by each project
5. Respect the rules established on the General Volunteer Guidelines as well as the specific project rules. In case of volunteer did not accomplish his/her obligations there will be no refunds for food/accommodation and it would be a written report about the case
6. Respect the start and end dates in all the different projects.

Payment and cancellation policies

1. The rate for 2015 is of \$35 USD per day, and for 2016 is of \$38 including three meals a day and accommodation. In addition you need to pay a one-time \$60 USD inscription fee.
2. The volunteer must pay the program fee 15 days before the starting date.
3. Once the payment is made, ASVO will not give a refund.
3. If the volunteer leaves the work place before the established date, ASVO will not give back the money for the remaining days.

The only cases in which variations on the project rotation would be admitted are as follows:

In case of serious illness that makes the volunteer unable to keep developing his/her work at the Project, with the corresponding medical report.

In case of illness where the weather of a specific area might affect the volunteer's health and he/she decides to make a variation on the rotation work done.

In case of illness at the Project supported by a certificate and doctor report.

In case of accident suffered in the country or in the project with the doctor's report.

Major force motives that require the volunteer to come back to his/her country and do not allow him/her to fulfill the work and program established.

In case that it exists, a strong reason that comes to the light by the volunteer and confirmed by ASVO like no food at all at the placement.

VOLUNTEER APPLICATION FORM

Date: **Agency:**
Full name: _____ Gender: M ___
F ___
Country of Birth: _____ ID #: _____ Marital status: _____
Day of Birth: _____ Age: _____ Languages spoken: _____
Home phone number: _____ Cell phone: _____ Fax: _____
E-mail: _____ Occupation: _____
Possible Arrival Date: _____

FORMER STUDIES: Elementary school: yes ___ no ___ High school: yes ___ no ___
College: yes ___ no ___
Career: _____ University: _____

WORK EXPERIENCE:

1. _____
2. _____
3. _____

USEFUL KNOWLEDGE FOR VOLUNTARY ACTIVITIES:

First Aid: yes ___ no ___ Mountain climbing: yes ___ no ___ Swimming: yes ___ no ___
Camping: yes ___ no ___ Environmental Education: yes ___ no ___ Horseback riding: yes ___
no ___
Masonry: yes ___ no ___ Carpentry: yes ___ no ___ Cooking: yes ___ no ___
Others: _____

HEALTH CONDITIONS:

Vision problems: no ___ yes ___: _____ Hearing problems: no ___ yes ___: ___
Do you have any allergic reaction: no ___ yes ___: _____
Do you have any medical issues like: migraine, asthma, etc.: no ___ yes ___: _____
Do you take any regular medication: no ___ yes ___: _____
Where did you find information about the voluntary program of ASVO? Why do you
want to volunteer in a Protected Area?

NATIONAL PARKS WHERE YOU WOULD LIKE TO GO:

1. _____ Date: _____
2. _____ Date: _____

3. _____ Date: _____

Filling out this form, you are accepting the terms and conditions of this agreement.

ASVO's office reserves the right to admit volunteers, this application form is a basic requirement.