

青年從事校外志願服務活動注意事項

Notice for Off-campus Youth Volunteer Service

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Announced on October 1, 2015

為提醒青年個人在從事校外志願服務活動時，注意安全及遵守相關規範，特就活動應注意事項提供參考，並設計檢核表提供自我檢核。This notice was established to remind youth to pay attention to their safety and as reference for regulations related to off-campus volunteer service. The attached evaluation form is designed for their self-assessment.

一、服務活動前應注意以下事項：Notice before service commences:

- (一)主辦單位為依法設立登記之團體或組織。The host should be a legal group or organization in accordance with the relevant laws.
- (二)主辦單位規劃之活動具公益性。The activity designed by the host should contribute to public welfare.
- (三)主辦單位過去活動績效良好。The host has a record of good performance for previous activities.
- (四)主辦單位蒐集個人資料時，簽署授權同意書。Certificate of Personal Information Authorization is signed when the host collects personal information of the volunteers.
- (五)主辦單位辦理活動全程醫療及意外保險(含交通往返行程時間)。The host applies for medical accident insurance (including round-trip transportation) for the whole activity that volunteers will be involved with.
- (六)主辦單位如補助交通費、誤餐費及特殊保險費，依法得具領。If the volunteers receive compensation for transportation, meal-delay allowance and special insurance, it is in accordance with relevant regulations.
- (七)服務內容符合個人時間、專長與能力。The volunteers' schedule, specialization and abilities should match the content of the service.
- (八)往返服務地點交通方式為最適合及安全，並以搭乘大眾交通工具為優先。The round-trip transportation must be suitable and safe for the volunteers, and public transportation should be given first priority.
- (九)參與主辦單位所辦理之行前講習或教育訓練活動。The volunteers should participate in a preliminary seminar or educational training held by the host.
- (十)確定參加後，主動通知家人或學校相關人員。Youth volunteers must

inform their family and relevant staff members at the university once they decide to serve in a particular capacity.

(十一) 未成年人配合主辦單位要求，提供家長同意書。Under-age volunteers should provide a Parent/Guardian Agreement per the host's request.

(十二) 遇有天災等不可抗力因素及緊急事故，主動聯繫主辦單位，確認活動之進行情形。Please contact the host to confirm the implementation of the activity should a natural disaster or other emergency take place.

二、服務活動期間，應注意以下事項：Notice during the service period:

(一) 遵守主辦單位之規範進行服務。Comply with the regulations of service established by the host.

(二) 依服務內容與特點，確保在適當之安全與衛生條件下進行。Based on the principle of maintaining safety and good hygiene, carry out service and special feature activities.

(三) 提供服務時，尊重受服務者之權利。Respect the service recipients' rights while providing service.

(四) 服務中取得或獲知之訊息或個人資料，保守秘密。Comply with the requirements of confidentiality regarding any information or personal information while providing service.

(五) 對主辦單位不當或違反法令之要求，予以拒絕。Refuse any inappropriate or illegal request by the host.

(六) 攜帶健保卡及個人必要之醫藥用品。Carry your National Health Insurance Card and any personal medications with you.

(七) 服務過程中遇有身體不適或急難之需，應立即告知主辦單位，並請主辦單位提供必要之協助。Immediately inform the host of any need for assistance with any health condition or urgent issues.

(八) 服務過程中遇有天災等不可抗力因素及緊急事故，主動聯繫主辦單位暫停參與服務。Please contact the host to suspend service if a natural disaster or other emergency takes place during the service process.

三、從事志願服務活動前請進行自我檢核，檢核事項如附表。Please complete the attached self-assessment form before taking on any volunteer service.

四、本注意事項未盡事宜，悉依志願服務法規定。Matters not covered in this notice will be dealt with in accordance with the Regulations for Volunteer Service.

附表 Attachment 青年從事校外志願服務活動自我檢核事項

Self-assessment Form for Off-campus Youth Volunteer Service

是 Yes	否 No	檢核事項 Assessment Item
		主辦單位是否為依法設立登記之團體或組織？ Is the host established as a legal group or organization in accordance with the relevant laws?
		主辦單位規劃之活動是否具公益性？ Does the activity designed by the host contribute to public welfare?
		主辦單位過去活動績效是否良好？ Does the host have good performance in previous activities?
		主辦單位蒐集個人資料時，是否簽署授權同意書？ Does the host ask you to sign a Certificate of Personal Information Authorization when collecting your personal information?
		主辦單位是否辦理活動全程醫療及意外保險(含交通往返行程時間)？ Does the host apply for medical accident insurance (including round-trip transportation) for the entire activity wherein you will be volunteering?
		主辦單位補助之費用是否為交通費、誤餐費及特殊保險費？ Does the host provide any compensation for transportation, meal-delay allowance and or special insurance?
		服務內容是否符合個人時間、專長與能力？ Does the content of the service meet your schedule, specialty and ability?
		往返服務地點交通方式是否為最適合及安全？ Is the transportation to/from the venue suitable and safe?
		是否參與主辦單位所辦理之行前講習或教育訓練活動？ Have you participated in a preliminary seminar or educational training held by the host?
		確定參加後，是否已通知家人或學校相關人員？ Did you inform your family and the relevant staff members of the university when you decided to participate in this service?
		出發前是否攜帶健保卡及個人必要之醫藥用品？ Did you take your National Health Insurance Card and personal medication with you before

		embarking on this service?
		未成年人是否因應主辦單位要求，提供家長同意書？ Do under-age volunteers provide Parent/Guardian Agreement per the host's request?
		遇有天災等不可抗力因素及緊急事故，是否主動聯繫主辦單位，確認活動之進行情形？ Did you contact the host to confirm the implementation of the activity in case of natural disaster or other emergencies?