



## International Volunteer Program Agreement

### 1.1 Program fee

The program fee must be paid in FULL and in cash within two days of arrival in order for the volunteer to (a) commence their placement and (b) secure the length of their stay.

**Iko Poran** only accepts extensions to placements when requested at least two weeks in advance AND when there is space in the volunteer accommodation and/or the organization in which the volunteer is working.

The program fee includes:

- Development of the volunteer placement together with the partner organization;
- Initial support to locate public transportation means to and from the project;
- Program management and administrative fee;
- Donation to the partner organization (50% of the NET placement fee);
- Orientation and information about the city, guides, listings, tips, maps, health issues and safety;
- Airport pickup by an **Iko Poran** representative;
- Lodging in one of our comfortable volunteer houses in the first 4 weeks;
- Assistance in the case of emergencies;
- **NEW: Intensive Portuguese course**; 20 hours (4 hours per day - 5 days); includes materials and books.

The program fee is R\$ 2,100 (two thousand and one hundred Reais) and it covers accommodation for the first 4 weeks. Additional weeks cost R\$ 180 (one hundred and eighty Reais) and additional days cost R\$ 30 (thirty Reais). For example: a program of 12 weeks and 1 day = R\$ 2,100 + (8x180) + (1x30) = R\$3.570.

### 1.2 Transportation

**Iko Poran** is responsible for airport pick up only. **Iko Poran** is not responsible for any other travel payments such as the cost of international flights and in-country transportation.

### 1.3 Health and Travel Insurance

The volunteer holds full responsibility for the purchase of his/her own travel and health insurance.

### 1.4 Conduct

While on placement, the volunteer agrees to (a) perform their role to the best of their ability and (b) to follow the work schedule agreed upon by all parties. Adjustments to schedules can be made if jointly agreed upon by the volunteer and the project coordinator.

While on placement, volunteers must follow **Iko Poran** Code of Conduct. In case of infringement, **Iko Poran** has the right to terminate the placement immediately without reimbursement of the program fee and the volunteer must vacate accommodations and program immediately. **Iko Poran** may also inform any involved parties, if applicable (i.e. University, Funding agency, etc.).

If at any time the volunteer finds that they are no longer able to continue in their role, they may withdraw, without program fee reimbursement by contacting the Executive Director of **Iko Poran**. In the case of undisputable emergencies of a serious nature such as poor health, the cost of additional weeks only will be reimbursed.

I read and agree with the terms and conditions above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Please note: the volunteer application will only be considered once we have received this agreement either by fax or mail.

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