

INTERNAL VOLUNTEERING REGULATIONS AT URKU ESTUDIOS AMAZÓNICOS

CHAPTER I. GENERAL TERMS AND CONDITIONS

Art. 1

The object of the present regulations is to manage the services of volunteers in different projects and development activities for the organization Urku Estudios Amazónicos, which will be called "THE ORGANIZATION" in the following.

CHAPTER II. VOLUNTEERS

Art. 2 Definitions and profiles supported.

A VOLUNTEER is a natural person who in a free, conscious and spontaneous way, supports the activities of THE ORGANIZATION and, under this framework, is subject to obligations (Art. 4) and rights (Art 3.), defined by the present regulations.

THE VOLUNTEER is not limited to the development of a personal or individual practice, but he or she may execute work of an organized, systematic and synergistic format within THE ORGANIZATION, in consideration of the raised objectives, the Mission and the Vision of THE ORGANIZATION (Art. 10).

THE VOLUNTEER is a proactive, motivated, organized, responsible person, with a capacity for adaptation, and an mind open to new cultures and experiences and a propensity for interpersonal relationships. This is considered an integral part of THE ORGANIZATION and how its work is known, valued and respected.

For reference, the following are profiles demanded of THE VOLUNTEER:

Profile 1. Future Professionals in the sectors of Natural Sciences, Veterinary Medicine, Anthropology and Administration.

National students (8th – 10th cycle) and foreign students from Veterinary, Environmental Engineering, Biology, Natural Sciences, Anthropology, Administration or associated courses.

Profile 2. Aspiring Eco-Tourism Guides.

National and foreign majors, Tourism students.

Profile 3. Generic Volunteer

National and foreign majors.

The basic comprehension of the Spanish language is required for all of the described profiles.

Art. 3 Rights

- To be treated without discrimination, respecting your liberty, dignity, integrity and beliefs.
- To perform actions in accordance with your training, aptitude and interests so that activities are not a burden and do not interfere with your private life.
- To receive information, orientation, support and materials necessary for all voluntary actions.
- To be informed about the objectives, background, duration, location, risks and commitments surrounding each proposed activity.
- To participate actively in THE ORGANIZATION, collaborating in the design and execution of the work tasks.
- To participate actively in the workshops and training courses organized by THE ORGANIZATION.
- To carry out your activity in the required conditions of security and hygiene permitted by the nature and character of said activity.
- To obtain respect and acknowledgement for the value of your contribution.

Art. 4 Obligations

- - To fulfill the commitments made with THE ORGANIZATION (**Letter of Commitment of Voluntary Collaboration** - Model B, Annex 2), respecting its aims and normative.
- To inform yourself about the objectives, background, duration, location, and role to be played in each voluntary action.
- To keep the confidentiality of the information received and learnt in the development of the voluntary activity.
- To participate in training tasks provided by THE ORGANIZATION, with its ideas, proposals and knowledge specifically formed for the entrusted activities and functions.
- To follow the established guidelines for the development of commissioned activities.
- To inform THE ORGANIZATION about your progress and any situation or problem that might affect the development and accomplishment of voluntary activities.
- To be insured against all of the risks that your actions could implicate, towards you or others, running costs on your own account.
- To act in a diligent, organized and respectful way.
- To respect and take care of the material resources of THE ORGANIZATION.

Art 5. Admission

Volunteers may be natural people, of appropriate age, whose personal profiles concord with those demanded by THE ORGANIZATION (Art. 2). It is also necessary that THE VOLUNTEER has appropriate maneuvering capacities and shows previous interest in the development of the different activities proposed by THE ORGANIZATION.

The potential VOLUNTEER must present THE ORGANIZATION with a written **request** (Model A – Attachment 1). Only in the case of national and foreign students, the volunteer must attach a **letter of presentation** sent by his or her university.

A responsible person of THE ORGANIZATION, who will complete a personal interview and assess aptitudes and knowledge, will evaluate the request of admission.

On the occasion that he or she is admitted, THE VOLUNTEER will sign an **Agreement of voluntary collaboration** (Model B – Attachment 2).

Art 6 Tasks.

THE VOLUNTEER will carry out tasks according to his or her chosen profile (Art. 2) with order and diligence.

In the case of Profile No. 1, THE VOLUNTEER elaborates a program of work in accordance with the aims of his or her curricular plan or experimental thesis, in coordination with the responsible person of his or her university, and the responsible person of the Investigational Area/Administration of the Centro URKU.

In the case of Profile No. 2, THE VOLUNTEER participates in daily guiding tasks at the Centro URKU and the activities of Environmental Education aimed at children, youths and teachers of local educative institutions.

In the case of Profile No. 3, THE VOLUNTEER participates in different tasks corresponding to the interventions of favor of the local people, in the Centro URKU and in other projects of THE ORGANIZATION.

The weekly routine, timetable of work and total duration of the voluntary cycle, will be directly agreed with THE VOLUNTEER, prior to signing the **Agreement of voluntary collaboration** (Model B – Attachment 2).

Art. 7 Processes of Evaluation

The person responsible for the volunteers of THE ORGANIZATION will periodically complete an evaluation of the role of THE VOLUNTEER and the project on which they are working.

The evaluation of the role of THE VOLUNTEER will be carried out using the information and references provided by the responsible person of the operating unit in which the voluntary work is being carried out. Furthermore, the responsible person will complete interviews in order to identify difficulties, limitations, habits and level of satisfaction of THE VOLUNTEER.

The evaluation of the project in which the voluntary work is carried out will seek to determine the contributions of the program and voluntary action to the objectives or goals of a project or tasks assigned within it. The acquisition of knowledge and approval of good conduct at work on the part of THE VOLUNTEER will also be evaluated.

Art. 8 Departure

At the end of his or her activities, THE VOLUNTEER will receive from THE ORGANIZATION a **Certification** of his or her participation and of the quality of the development of the

completed tasks, and which will display the competencies achieved or demonstrated during the voluntary period.

Art. 9 Loss of the volunteer status.

The status of volunteer may be lost due to:

- Breaching of the obligations laid out in Art. 4 of these regulations.
- Any factor that might affect the normal development and accomplishment of the occupational activities of THE ORGANIZATION.
- Significant deterioration of work objects, tools and equipment, as well as material damage to the institutional image of THE ORGANIZATION.
- The decision of THE VOLUNTEER, of which they are obliged to provide a written communication, renouncing the voluntary work, addressed to the legal representative of THE ORGANIZATION.

CHAPTER III. INSTITUTIONAL IDENTITY.

Art. 10 Mission, Vision and values of THE ORGANIZATION.

For 15 years, THE ORGANIZATION has innovated and strengthened training for common wellbeing linked to conservation of biodiversity and the culture of the Amazon, in alliance with indigenous organizations and rural populations of Northeastern Peru. These activities are completed without the generation of any profit.

THE ORGANIZATION generates and revitalizes traditional and scientific knowledge, and integrates it into its innovations, which then develop trainings to replicate and produce economic, social and environmental means for their support in time.

THE ORGANIZATION is not only an institution that works in favor of its 'beneficiaries': under a cross-cultural approach, it establishes a horizontal relationship with indigenous organizations and communities, to whom it provides the technical support necessary for the solution of their more trying problems and construction with a vision for the future.

The Vision of social reality that THE ORGANIZATION applies is that "the organized peoples and URKU build a New Model of Development, revitalizing their identity and developing their cultural and productive relationships in a fair way, in harmony with the biodiverse Amazonian environment." In terms of the institutional reality, we aim for "A space of personal and collective development, self-sustainable and efficient organization, which contributes to positive changes in knowledge, relationships within society and the Amazonian environment, and the organized training of the people for the construction of a new model of Development."

Art. 11 Reservation of rights

- THE ORGANIZATION selects volunteers in accordance with the nature and characteristics of the tasks to be completed, as well as in consideration of institutional capacities.
- THE ORGANIZATION will be able to use the data of investigation and materials produced by THE VOLUNTEER for its various non-profit purposes.
- THE ORGANIZATION requires confidentiality and establishes its rights over the innovations that it develops and that eventually form part of the information or tools shared with THE VOLUNTEER.
- THE ORGANIZATION requires that it is constantly informed of the advances and accomplishment of the tasks on the part of THE VOLUNTEER, as well as any new input or modification that THE VOLUNTEER wishes to introduce to the work program.
- THE ORGANIZATION reserves the right to evaluate the quality of the participation, role and dedication of THE VOLUNTEER, as well as to terminate the **Agreement of voluntary collaboration** when the obligations listed in Art. 4 are not fulfilled or when one of the reasons for loss of VOLUNTARY status (Art. 9) occurs.