



## VOLUNTEER APPLICATION FORMS & PROCEDURES

We are thrilled that you are taking this next step to go abroad. Although Cultural Embrace's application process is simple, it is very important that we receive all of your up-to-date information to secure a proper placement.

Volunteer Applications are due 3 months before your desired departure, but can be rushed for an additional fee (please see Program Fee Payment under Volunteer Program Agreement). Once we receive your completed application packet, we will contact you to discuss further how your time abroad will be an experience of a lifetime! This will give us a chance to know you better so we can meet your needs. We want to be open and honest about what you should expect from our program and living abroad.

Upon receipt of your program fee, we will begin to find your placement. Please be patient with this process as it takes time to find a placement that appropriately matches your requirements. However, we are ALWAYS available for questions and comments.

Please send your completed application packet to us at:

CULTURAL EMBRACE  
7201 Bill Hughes Road  
Austin, Texas 78745 USA

We highly recommend that you certify your packet. If you have any questions, please feel free to contact us at any time by email at [info@culturalembrace.com](mailto:info@culturalembrace.com) or you can call us at 1-512-469-9089 or Skype: Cultural.Embrace.

### Volunteer Application Checklist

- Program Application
- Signed Volunteer Agreement
- Copy of your passport (information page only)
- University/College transcript
- Copies of diplomas or certificates related to field of interest (if applicable)
- Resume/CV in English
- Cover letter explaining your motivation for Volunteering abroad in English
- 2-3 letters of recommendation--professional and/or character reference
- Doctor's note verifying that you are in excellent mental and physical health
- Police background security check
- Two 1 ½" x 2" passport size photos (please write your name on the back)
- Full-length photo (alone or with friends or family)
- US\$250 non-refundable deposit (credited towards your program fee)

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## VOLUNTEER PROGRAM APPLICATION

### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
First Middle Last

Birth Date: \_\_\_\_\_ mo/day/year Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

City State/Country Zip (until when)

Phone Number (s): \_\_\_\_\_ Best time to be reached: \_\_\_\_\_

Email Address: \_\_\_\_\_ Preferred way to contact?  Phone  Email

Passport Number: \_\_\_\_\_  
Number Country Exp. Date

Emergency Contact Info: \_\_\_\_\_  
Name

Phone Email Relation to you

### PROGRAM INFORMATION:

What type of Volunteer project/placement are you looking for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What country are you applying for?

- Australia  Kenya  China  India  
 Latin America  New Zealand  Southeast Asia  South Africa

What is your preferred country/city? \_\_\_\_\_

What is your preferred start/end date?: \_\_\_\_\_

I would prefer to volunteer in:

- small town/rural area  small city  large city  anywhere that needs me



Rank in order your preferred living arrangements (please note, accommodations depend on each project, location, and availability):

Housing (1 = best 4 = like least)

- Share housing with local
- Share housing with another foreigner
- Live with host family
- Live in single accommodations

Meals (1 = best 4 = like least)

- Like to cook my own meals
- Like to eat out most of the time
- School/job provide meal(s)
- Eat with host family

Are you taking medication?  Yes  No

If yes, please list below. (Note: prescription medicine may not be available in foreign country)

List any allergies or medical conditions: \_\_\_\_\_

SKILLS & EXPERIENCES:

Do you have any background skills for the program you are participating in:  Yes  No

Please describe: \_\_\_\_\_

List any training/experience related to this program you are applying to: \_\_\_\_\_

Do you speak any foreign languages?:  Yes  No

If yes, which one(s)? \_\_\_\_\_

List any overseas work/study/travel experience: \_\_\_\_\_

List your hobbies/interests: \_\_\_\_\_

How did you hear about Cultural Embrace? (please be specific): \_\_\_\_\_

Check here to share your email with our network of travelers.

Refer Friends & Family (earn up to \$60 cash or 10% off another Cultural Embrace program):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

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## VOLUNTEER PROGRAM AGREEMENT

I, the undersigned (and/or my parent if I am under 18), an applicant to CULTURAL EMBRACE's Volunteer Program, am aware that my participation is contingent upon my understanding and agreement to the conditions listed below.

1. I agree that all the information provided in my application is true, and acknowledge that any false or misleading information may lead to immediate dismissal from the program.
2. I agree to be responsible for all fees and costs associated to the program costs, international travel, visas, health inoculations and immunizations and/or additional insurance.
3. I agree to follow the cancellation/refund policy listed below if I withdraw from the program.
4. I agree that the fees and information are correct at the time of publication, but are subject to change due to currency fluctuations and other unforeseen circumstances.
5. I understand that if a class or program is cancelled due to insufficient participation or unforeseen circumstances, I can choose another program and pay or receive the difference of the new program fee. However, if I choose to cancel, Cultural Embrace is responsible for reimbursing the amount of the program fee only. Refunds for application fees, transportation, health and travel document expenses are not applicable.
6. I agree that it is my responsibility to obtain a valid passport and any necessary visas, immunizations and required documents in order to enter all countries visited for this program. I shall hold Cultural Embrace harmless in the case where I may not obtain the necessary documents and understand that the inability to obtain the necessary documents does not constitute grounds for withdrawal with refund.
7. I understand that Cultural Embrace recommends placements and matches, but has no ability to make final decisions. All final placement decisions are made by the hiring institution or organization and communicated to Cultural Embrace.
8. I agree to communicate with my local host and program representatives, as well as Cultural Embrace's staff to try and resolve any questions abroad. In the event that services and accommodations outlined are not met due to causes beyond the control of Cultural Embrace, I understand that I will give sufficient notice and time for all efforts to be made to provide comparable services and accommodations.
9. I understand that if I choose to operate motorized vehicles, I am responsible for obtaining the necessary license, permission and insurance.
10. I agree that in the event that I do not complete the term of my contract, for any reason, Cultural Embrace shall not be obligated to refund any part of the program fee.
11. I understand that Cultural Embrace reserves the right to dismiss a participant from a program who is deemed, by Cultural Embrace, the host institution, or local government, to be a danger to him/herself or others. In the event of such dismissal, Cultural Embrace shall not be held responsible for any airfare, charges or any other expenses incurred by the participant, and shall not be required to return any fees paid by the participant.
12. I agree to waive any and all claims against Cultural Embrace and its agents or contractors, domestic and overseas, and any staff members, their heirs or their estate, arising from any death, injury, loss, damage, accident, delay, irregularity, or expense to person or property incurred from the use of any vehicle or service, strikes, war, weather, sickness, quarantine, terrorist acts, government restrictions or regulations, or arising from any act of omission of any airline, railroad, bus company, steamship, sightseeing, hotel or any other service or transporting company, firm, individual, or agency.
13. I also release Cultural Embrace and its agents, domestic and overseas, servants, employees, or contractors from any financial obligations or liabilities that I may incur or any damage or injury to me or the person or property of others that I may cause while participating in this program.
14. I agree that I am in good physical and mental health and that I have no special medical or physical conditions, nor any special needs or requirements, which would impede participation in the program. If I suffer from any health or other conditions that would create a risk for me or others while abroad, I shall not apply or withdraw from the program.
15. I agree full responsibility for reading and understanding all materials made available that relate to safety, health, legal, political, environmental, cultural and religious customs and conditions in my host country and community.



16. I agree that if I have special dietary requirements and/or food and medical allergies, I will take complete responsibility for my food and medicine intake.
17. I understand that Cultural Embrace is not responsible for any costs arising from the loss or theft of any of my personal property during this program.
18. I understand that all travel before, during and after the program is at my own risk.

#### Program Fee Payment:

Cultural Embrace charges a program fee to cover the many expenses associated with providing you a safe and quality-controlled international program. We will invoice you the remainder of your program fee upon acceptance of your phone interview. 50% of your program fee must be received within 15 days to begin processing your placement. Acceptance and confirmation of a placement will not be made until **FULL** payment is received. Non-receipt of payment will result in automatic withdrawal from the program and subject to cancellation and refund policy.

\* Cultural Embrace will require an expedited application fee if you apply less than 3 months before your desired departure. Applications received 8-12 weeks prior to desired departure will be charged \$150. Applications received less than 8 weeks before the desired departure date will be charged \$250.\*

#### Application Process:

Once we receive your completed application packet, we will contact you to set up a 20-30 minutes phone interview. This will give us a better chance to know you better, and vice versa, so we can meet each other's needs and understand what to expect during your time abroad. Upon acceptance of your application and phone interview, we will send you an acceptance letter (typically email) with your program fee invoice (your \$250 application fee will be credited towards this invoice.)

Ideally, we would like full payment of your program fee at your earliest convenience. However, if you need to pay in increments, you may organize a reasonable schedule with your Program Coordinator. We require at least 50% of your program invoice within 15 days to begin processing your placement. Acceptance and confirmation of a placement will not be made until **FULL** payment is received.

#### Placement Process:

Cultural Embrace typically emails you a Cultural Kit about 4-6 weeks prior to your departure date. This handbook includes useful tips, advice, and information to prepare you for the amazing adventure of being abroad. We will also share more information about our included international traveler's insurance and upgrade options for premium insurance policies. The 'final details' of your program is usually emailed to you at our earliest convenience with confirmation of placement details, airport pickup, housing, emergency details, and more (if applicable).

#### Program Transfers or Postponement:

Cultural Embrace understands certain situations arise and you may need to transfer or postpone your program. If so, you must send your specific request with an updated preferred start/end date in writing to the appropriate Program Coordinator. Cultural Embrace will try to offset any penalty costs however, we often incur administrative and in-country expenses and may not be able to fill your placement. To offset these expenses, a non-refundable switch fee will apply to your account based on the program and when the program changes have been requested. A minimum \$50 administrative fee will apply, but please contact your Program Coordinator for any additional terms and costs.



**Optional Program Cancellation Protection:**

Cultural Embrace Program Cancellation Protection guarantees a full refund of the program cost less the application fee and cancellation protection fee under any circumstance provided that cancellation is completed prior to the program's departure date. The cost for the Cultural Embrace Program Cancellation Protection is \$150 for all Volunteer programs and must be purchased within five business days of submitting the first program fee payment. Please note any decision to cancel a Cultural Embrace program on or after the departure date will result in no refund. Furthermore, any expediting fees, visa costs and airfare purchases are excluded from the Cultural Embrace Program Cancellation Protection.

**Program Extensions:**

If you are interested in extending your placement once it has begun, you can add extra days or weeks through your Cultural Embrace Program Coordinator, or at the program location, so long as there is available space for you. You will typically need to pay for the additions at the program location, and your Program Coordinator will be able to confirm all details.

**On-Program Early Departure**

If you choose to leave your program early, you must notify your local coordinator and Austin's Program Coordinator. Neither coordinators will be responsible for you or any additional costs you may incur because you are leaving the program early. Program fees are not refundable in this case.

**Cancellation/Refund Policy:**

Cultural Embrace makes time and financial commitments to your placement prior to your program start date, requiring us to implement a refund policy. Cultural Embrace is not responsible for any transportation, travel, visa, and/or health related fees that may have incurred. If cancellation of program is required, we must receive a notice in writing. Expediting fees, if applied, are not subject to any refunds. If the participant withdraws, fees will be charged accordingly:

60+ days prior to preferred departure date	15% of Program - \$250 Application fee
31-59 days prior to preferred departure date	25% of Program - \$250 Application fee
15-30 days prior to preferred departure date	50% of Program - \$250 Application fee
1-14 days prior to preferred departure date	75% of Program - \$250 Application fee

\*NO refunds will be provided if a participant withdraws after the program start date.

I certify that I have read and understood this agreement and that I accept all conditions stated for participation.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Participant

If participant is under the age of 18 years old, signature of parent/legal guardian required:

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

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