

海外青年英語服務營營隊規則

Program Regulations of English Teaching Volunteer Service Program for Overseas Youth

壹、一般規定

General Regulations

- 一、請志工充分瞭解：本活動非參訪性質，來臺後須從事教育活動，各服務學校之交通條件及居住環境有地域性之差異。言行應合乎禮儀，衣著整潔，認真負責，確實遵守營隊規則。

Please understand that this program is not for leisure. After arriving in Taiwan, participants must engage in teaching activities. The transportation conditions and living environment of each service school vary regionally. Words and actions must be polite, dress must be professional, and a conscientious and responsible attitude be demonstrated. Adherence to the program regulations is required.

- 二、欲參加活動之青年如有特殊疾病（包括心臟病、腦血管疾病、糖尿病、精神病癲癇症、傳染疾病）或其他可能發生身體或心理不適症狀（如懷孕、過敏或憂鬱症等）足以影響活動之進行者，請勿報名參加。否則如因此發生意外事故應自行負責。

Applicants who have special medical conditions (including heart problems, diabetes, hypertension, epilepsy, mental illness, pregnancy, allergy etc.) that may affect their ability to serve are encouraged not to participate in this Program. The Organizer will not be liable for any situations arising from existing health conditions.

- 三、主辦單位將為參加者投保定額意外險或旅遊平安險、意外醫療險與公共意外責任險，保險範圍不包括參加者因疾病衍生之醫療或參加者個人行動導致之意外。建議參加志工可加購其他不同保險。

The organizer will provide casualty insurance or travel safety insurance, accident medical insurance and public liability insurance with a certain level of coverage during the program, which does not cover medical treatment of illness or accidents caused by the participant's personal actions. Participants are recommended to purchase additional insurance.

- 四、參加服務營期間（包含教育訓練週及到校服務），志工因疾病送醫治療，應自行負擔醫藥費，志工及其家長不得向主（承）辦單位暨服務學校（單位）提出任何要求，身體有任何不適請立即向輔導員反映，並聯繫家長或在臺聯絡人。倘拒絕就醫，須填寫不就醫證明。

The Organizer and schools will not be held liable, nor be willing, to pay any

medical expenses incurred by its participants. Also, any requests for financial compensation for medical costs from participants or their parents will be denied. Let your counselor know and contact your parents or emergency contact in Taiwan immediately if you are not feeling well. If a participant refuses medical treatment, he/she must sign a certificate of refusal of medical treatment.

五、志工參加服務營前應辦妥個人醫療保險，未依規定辦理者，一律不接受報到。
Participants must purchase medical insurance prior to attending the program. Otherwise, their participation will be denied.

六、志工參加服務營應無異議接受分發之服務營次及學校（單位）；分發確定後，不得藉任何理由要求更改。

Once admitted to the designated program and assigned to the selected school or institutions, participants will not be allowed to make alterations for any reason.

七、參加活動之志工俟班機確定後，請儘速上網填寫班機確認表。

In order to provide airport pick-up services, the participant should fill in his/her flight information online as early as possible.

八、志工攜帶行李應力求簡單輕便，不得攜帶任何違禁品及保育類動物製品。

Participants are encouraged to pack lightly. Contraband articles and products made from endangered species are prohibited.

九、志工參加活動如有提早報到或延遲離營，其所需膳宿、交通等費用請自理。

Participants must take full responsibility for his/her own accommodation and transportation expenses if he/she arrives earlier or leaves later.

十、服務營期間志工必須守時、遵守團隊紀律及主（承）辦單位暨服務學校（單位）之各項規定，因病或其他重大原因無法上課或參加活動，須事前向主辦單位暨服務學校（單位）請假（備家長同意證明）；除病假外，不得無故缺席或不假外出，否則將取消參加資格，且不核發志工服務證明。

Participants must stay with the group during the program, attend every scheduled activity of the program, and comply with the regulations of the Organizer, the Undertaking Unit and the assigned schools or institutions. Participants who are unable to attend classes or activities because of sickness or other matters of significance should notify the Organizers and schools in advance (certificate from parents is needed). Only sickness will be accepted to excuse participant absence from classes, lectures, or any other mandatory activities. Otherwise, the participant will be denied continued participation in the rest of the program and will not receive the Certificate of Participant Service.

十一、志工於服務營期間須於晚間 10:30 前返回自己房間，不得逗留在其他房間或外出。

Participants are not allowed to go out after 10:30 PM, or stay in any other participant's room or outside of their own rooms.

- 十二、志工於服務營期間不接受勸導及不遵守規定，致發生意外事故，應自行負責，主（承）辦單位暨服務學校（單位）除有重大過失，對於該團員不負任何賠償責任。如有任何爭議皆依中華民國法律處理。

Participants are personally responsible for any accidents that occur for not following the advice, rules, and regulations stipulated by the Program. The Organizer and schools will not be held in any way liable for any negligence on the part of the participants. If disputes arise, the laws of the Republic of China will prevail.

- 十三、參加活動之志工來臺後，應遵守活動規定，若有違反服務手冊規定，主（承）辦單位暨服務學校（單位）有權中止其繼續參加活動，並通知其家長及在臺監護人或連繫人帶回。

Participants must abide by the rules and regulations of the participant program outlined in the Participant Program Handbook. Any participant who violates these rules and regulations can be subject to expulsion from the Program. The Organizer and schools reserves the right to inform the parents, guardians, and/or relatives of the participant-in question if such circumstances occur.

- 十四、活動期間禁止打架、喝酒、賭博、吸毒及從事其他違法行為及活動。

Fighting, drinking alcohol, gambling, taking drugs and other illegal activities are strictly prohibited during this program.

- 十五、志工因違法行為或其他歸責於志工之事由，致遭政府治安機關羈押或留置時，應由該志工自行負責，與主（承）辦單位暨服務學校（單位）無涉。並應負責賠償本活動主（承）辦單位暨服務學校（單位）因此所受之一切損害。服務營期間應妥善使用公物，不當使用或故意毀損應負賠償責任。

Any infractions of the laws of the Republic of China or evidence of contribution to such infractions, resulting in punitive actions by the Republic of China government and/or law enforcement officials toward Program participants, will be the responsibility of the participant involved. The Organizer and schools will not be held responsible or liable for any such actions. In addition, the Organizer and schools reserve the right to demand compensation from the participant, the participant's family and/or relatives, for any inconveniences or damage caused by the individual. Public property should be properly used during the activity. If vandalism occurs, those involved will be financially responsible for all expenses necessary for repair or replacement.

- 十六、因應公共衛生需求考量，志工於活動期間應做好個人衛生，除飲食需求外，

建議視需要配戴口罩。

For public health, participant should practice good hygiene and it is suggested to wear a face mask as needed during the term of the program.

十七、任何疑慮或投訴應直接向輔導員提出，輔導員會立即處理或轉交給相關單位。

Any concerns or complaints should be directed to one of the counselors who will deal with them directly, either on the spot or by redirecting them to the appropriate authorities.

十八、衣著規範：

服務營期間，所有志工必須穿著大會所發上衣制服和長褲/及膝褲子/牛仔褲（不允許穿破洞牛仔褲）。基於安全考量，活動期間不允許穿人字拖。寶島參訪週，志工可自由搭配服裝，惟必須合宜。

Dress Code:

During the event (including education and training week and in- school service), all volunteers must wear the uniform shirts provided and long pants/knee-length pants/jeans (ripped jeans are not allowed). For safety reasons, flip-flops are not allowed. During Taiwan cultural visits week, volunteers are free to wear what they desire, as long as it is appropriate.

貳、教育訓練週期間相關規定

Regulations of Education and Training Week

一、用餐規定 Dining

- (一) 全體學員必須準時到達餐廳用餐，全員到齊或宣布全體學員開動後始可用餐，無故遲到而未能用餐者自行負責。用餐時間：早餐 8:00，午餐 12:00，晚餐 17:00。

Breakfast is at 8:00, lunch is at 12:00, and dinner is at 17:00. Please be punctual. The meal shall start when all participants are present or when an announcement is made. Please note that the dining hall is not able to serve those who are late.

- (二) 全體學員必須依據分配桌次就座用餐，不可私自調整用餐座位。

Participants should take the assigned seats in the dining hall during mealtime. Changing seats is not allowed.

- (三) 用餐時保持衣著整齊，不可穿拖鞋、短褲及內衣。

Dress properly and do not wear slippers, flip-flops or undershirts in the dining hall.

二、住宿規定 Accommodation

- (一) 離開寢室時務必上鎖，各寢室鑰匙由室長保管，離開各宿舍繳回櫃臺，因未上鎖發生財物遺失者應自行負責。若未繳回致鑰匙遺失將收取新臺幣 300 元更換費用。

Always lock the door when leaving the room. Each bedroom leader shall take care of the bedroom key and return the key to the counter when leaving the dormitory. Participants are responsible for the loss of property if they fail to lock the room. There will be a NT\$300 replacement charge for lost keys.

- (二) 個人寢具、衣物與其他用品，必須保持整潔。

Always keep your bedroom neat and clean.

- (三) 就寢時間為每日 22:30 至次日 7:00。每晚 10:30 查房點名，查房之後不可離開宿舍，若私自離開宿舍或營隊而受傷或滋事者，本營隊一概不負責。

Bedtime is from 22:30 to 07:00. Participants must not leave the dormitory after the completion of night room check, which will be at 22:30 every night. Participants will assume full responsibility for injuries or damages resulting from this violation.

(四) 活動期間不可將訪客帶入宿舍或留宿。查房後謝絕所有訪客。

No visitors are allowed to enter or stay overnight in the dormitory.
Visitation is not allowed after the night room check.

(五) 未經許可，任何時候都不允許交換房間。

Room swaps are not allowed at any time without permission.

三、上課規定 Class Rules

(一) 上課前 Before class :

1、 須準時抵達教室上課，未經許可，不可擅自缺席或無故中途離席

Students must arrive at the classroom on time and are not allowed to be absent or leave the classroom without permission.

2、 除瓶裝水外，禁止攜帶食物(含口香糖)或飲料進入教室。

Except for bottled water, food (including chewing gum) or beverages are not allowed in the classroom.

(二) 上課期間 During the class period :

1、 未經許可不可私自更換上課座位。

It is not allowed to change seat in class without permission.

2、 須認真參與課程。

Serious participation is required.

3、 須尊重他人發言權。

The right of others to speak must be respected.

4、 手機等相關電子設備應轉為靜音模式。

Mobile phones and other related electronic devices should be turned to silent mode.

5、 禁止使用電子設備及戴耳機聽音樂。

It is prohibited to use electronic devices and wear headphones to listen to music.

6、 禁止嚼食口香糖或飲食。

Do not chew gum or eat or drink.

四、其他規定 Other regulations

- (一) 教育訓練週探視時間：志工親友可在每天 12：00-13：00、17：00-18：00 及 20:00-21:30 至指定地點/區域探視志工。請志工訪客提前向承辦單位（生活輔導員）提出申請，並遵守本活動所有規定。

Visitation: Visiting hours are 12:00-13:00、17:00-18:00 and 20:00-21:30 each day in the designated place. Visitors and guests of participants must register with the organizers(counselors) in advance and are subject to all regulations.

- (二) 除瓶裝水外，請勿攜帶其他飲料進入教室。上課中請勿嚼食口香糖或飲食，零食請於休息時間在教室外使用。

No gum, food or drinks (except bottled water) are allowed in the classroom. Snacks can be eaten outside classroom at break time.

- (三) 志工若於上課或任何其他活動期間，有特殊需求需返回宿舍者，應由生活輔導員陪同前往，並於完成後立即返回教室或活動地點。

If participants have special needs and need to return to the dormitory during classes or any other activities, they should be accompanied by a counselor and return to the classroom or activity location immediately after completion.

五、個人違規記點規定 Misconduct

- (一) 記點制度 Point System：

1、一般規定 Activities with Mandatory Attendance: Classes, Outings, Performances, Lectures

- (1)上課/用餐/活動無故遲到，5 分鐘內記點 1 點，5 至 10 分鐘記點 2 點，11 至 15 分鐘記點 3 點，超過 15 分鐘視同未到記點 10 點。

Being late without good reason for a class/a mealtime/an activity, 1 point is deducted for being late within 5 minutes, 2 points between 5 to 10 minutes, 3 points between 11 to 15 minutes, 10 points for being absent over 15 minutes.

- (2)上課/用餐/活動無故未到或中途離席，超過（含）15 分鐘者視同無故缺席，記點 10 點。

10 points is deducted for being absent without good reason for a class/a mealtime/an activity or leaving in the middle without permission.

- (3)未經許可私自更換上課座位，記點 1 點。

1 point is deducted each time you change classroom seat arrangement without permission.

(4)不聽老師或輔導員勸戒、不尊重他人發言或手機未設定靜音模式致影響上課者記點 1 點。

1 point is deducted for ignoring warnings from the teachers or counselors, disrespecting others' right to speak, not setting cell phone in silent mode during class.

(5)未經講師允許在課程進行中逕自使用筆電、手機、平板電腦或聽音樂，記點 2 點。

2 points are deducted for using your laptop, cell phone, tablet computer, or listening to music during class without permission.

2、晚點名 Night roll call

(1)查房時不在寢室內記點 2 點。

2 points are deducted each time you miss the night room check call.

(2)私自換房間記點 5 點。

5 points are deducted for swapping rooms without permission.

(3)無故進入並逗留在異性房間記點 8 點。

8 points are deducted for entering and staying in the bedroom of a person of the opposite sex.

(4)私自留外人在宿舍過夜記點 10 點。

10 points are deducted for allowing an unauthorized individual(s) to stay overnight in the dormitory.

3、其它 Others

(1)受訓期間應隨時配戴名牌，未配戴名牌記點 1 點，遺失名牌記點 2 點。

You should wear name your tag during training. 1 point is deducted for not wearing and 2 points for losing your name tag.

(2)室內吸煙記點 10 點。

10 points are deducted for smoking indoors.

(3)私自邀約外人參加營隊的課程或活動記點 5 點。

5 points are deducted for bringing guests to classes/activities without permission.

(4)騷擾或侮辱師長或生活輔導員記點 10 點。

10 points are deducted for harassing or insulting teachers and counselors.

(5)破壞公物記點 6 點。

6 points are deducted for damaging the facilities and amenities.

(6)查房後不假外出及未經請假許可擅自離開營隊記點 10 點。

10 points are deducted for leaving the Program without permission (including after the evening room check is completed).

(7)打架、喝酒、賭博、吸毒或其他違法行為與活動記點 10 點。

10 points are deducted for fighting, drinking alcohol, gambling, taking drugs or other illegal activities.

(二) 記點超過 3 點者，處分如下表：

Action taken against those accumulating 3 or more points:

累計記點 Accumulated Points	紀律處分 Disciplinary Action
累計達 3 點 Accumulation of 3 total points	受訓期間，勞動服務 1 次（課後清潔或整理）以及撰寫自省中文心得 200 字 During training, perform labor service once including cleaning classrooms and write 200 words of self-examination in Mandarin
累計達 4 點 Accumulation of 4 total points	受訓期間，勞動服務 1 次（課後清潔或整理）以及撰寫自省中文心得 400 字 During training, perform labor service once including cleaning classrooms and write 400 words of self-examination in Mandarin
累計達 6 點 Accumulation of 6 total points	受訓期間，勞動服務 1 次（課後清潔或整理）以及撰寫自省中文心得 600 字 During training, perform labor service once including cleaning classrooms and write 600 words of self-examination in Mandarin
累計達 7 點 Accumulation of 7 total points	不予核發本英語學習服務營服務證書 Participant Program Certificate will not be issued
累計達 10 點 Accumulation of 10 total points	經工作會報表決過半數決議通過，終止繼續參加活動並通知學員家長或在臺監護人 Participation in the program is terminated with the approval of 50% of board members. Parents or guardian in Taiwan will be informed.

(三) 個人記點申訴程序 Appeal Procedure :

- 1、 記點制度於營隊活動開始立即生效，每日記點／個人累計記點每天中午前將公佈於服務臺旁佈告欄。

The points system takes effect immediately after orientation. Accumulation of points for each participant will be posted every day before noon on the bulletin board by the front desk.

- 2、 如果對自己的記點結果有異議，服務臺提供申訴書，可在一日內填表申訴交回服務臺，並確認由值班生活輔導員簽名，否則將不予受理。

You may fill out an appeal form within 24 hours if you have any objections to your personal point record.

- 3、 申訴結果於次日晚餐前通知當事人，並不得再申訴。

You will be notified of the result of the appeal before dinner the next day. The case will be closed once the result is posted, and no further appeal of the same case may be made afterward.

參、在校服務週期間相關規定

Regulations During the On-Campus Service Week

- 一、準時出席及參與服務，不可遲到、擅自缺席或無故中途離席。

Participants must attend in the service on time. Tardiness, unexcused absences, or leaving without permission are not allowed.

- 二、保持良好溝通與服務態度，配合及尊重學校人員及教師之指示及教學活動安排。

Maintain good communication and a respectful service attitude. Cooperate with and follow the instructions of school staff and teachers, as well as the arrangements of all educational activities.

- 三、不得有破壞公物、打架、喝酒、賭博、吸毒或其他違法行為。

Destruction of public property, fighting, alcohol consumption, gambling, drug use, or any other illegal activities are strictly prohibited.

- 四、遵守返回住宿地點之時間及學校相關規定。

Follow the regulations and school rules regarding the return time to the accommodation.

- 五、住宿時段不得有室內吸煙、私自換房間、無故進入並逗留在異性房間、私自留外人在宿舍過夜等違規行為。

During the accommodation period, the following are strictly prohibited: smoking indoors, switching rooms without permission, entering or staying in a room of the opposite sex without valid reason, or allowing unauthorized persons to stay overnight in the dormitory.

- 六、若違反服務營相關規定，視情節實施以下處分：

Violations of the above Program regulations will be subject to disciplinary actions depending on the severity of the offense, including:

- (一) 撰寫自省中文心得。

Writing a written reflection in Chinese.

- (二) 經主(協)辦單位會議通過，不予核發本英語學習服務營隊證書。

Not being issued a certificate for the English Learning Service Camp

- (三) 經主(協)辦單位會議通過，終止繼續參加活動並通知學員家長或在臺監護人。

Upon review and decision by the committee, immediate dismissal from the program and notification of the student's parent or legal guardian in Taiwan

申請人已充分瞭解並同意遵守所載各項相關規定。

I have hereby read and understood all the content of the application guidelines and program regulations. I agree to abide by all rules and regulations.

Applicant's Signature: _____ ***Date:*** _____

Parent's Signature: _____ ***Date:*** _____