

Volunteer Application Form

Full Name (First name, surname):	Date of birth:
Home Address:	
Phone Number:	Citizenship:
Email Address:	
Passport number and Expire date:	
Can you provide proof of certification if required for insurance purposes? YES / NO Do You Know how to swim / snorkel? YES / NO Are you comfortable snorkelling ? YES / NO Are you a certificated diver? YES / NO. Indicate which level:	
Food preferences:	
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Glutenfree <input type="checkbox"/> Eat fish Other:	
Allergies:	
<input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> Bees/wasps <input type="checkbox"/> Scorpions Other:	

What would you like to achieve through your voluntary work at ETC?
What languages do you speak?
Profession/Career:

Previous experience with wildlife/communities (paid or unpaid):

Qualifications / Sports/ Hobbies:

CONFIRMATION

I _____ certify that I have given true and accurate information on all pages of this application and where I have initialled I am indicating my understanding of the question.

In the event that confirmation is needed in connection with this application, I authorize Equipo Tora Carey to contact any registration and license boards to furnish information concerning my qualification statements made in this application.

I understand that false information may be grounds for rejection of my application and / or grounds for immediate dismissal from ETC.

Please sign to confirm that the details contained in this form are a true reflection of the discussion.

Signed by Volunteer Support Manager :	Date:
Signed by Volunteer :	Date:

Attached documents required:

1. CV
2. Copy of passport

Things to bring:

Obligatory:

Travel first-aid kit with basic medicine-

Red head light.

Alarm clock.

Dark clothes comfortable clothes for night patrolling.

Recommendable:

Swim suits, long-sleeve lycras for in-water activities and snorkeling.

Sun head, sun screen, anti-sunburn crème, anti-mosquito spray, mosquito bed net.

Water bottle, snorkeling gear, binoculars, camera.

Ear plugs to sleep (if needed).

BACKGROUND (*)

About Equipo Tora Carey:

Equipo Tora Carey (ETC) is a non-governmental organization (NGO), officially registered since year 2016. ETC is uniquely composed of academic biologists, fishermen and local tourism operators who have the common objective to achieve a sustainable development of marine resources and habitats through the involvement of science, education and responsible tourism. Since ETC operates in a fishing community, conservation and preservation of marine resources often create topics of conflict that have to be solved, but in a slow, progressive and efficient manner. In our belief, science and the direct involvement of fishermen and their families in data collection and analysis provides de baseline to understand the need for management actions and improvement. Because ETC is community-based, all of our actions, behaviors and attitudes have an immediate impact in the integrity of our project management. Due to this, our outreach concentrates on education and not on allegation or accusation. We expect our collaborators and volunteers to adopt this attitude, and always treat each and everyone of the community with respect and kindness.

El Jobo Community:

El Jobo is a 700 people small community, where livelihoods are almost exclusively based on fisheries activities. El Jobo is located on the Punta Descartes Peninsula, in the North Pacific of Costa Rica, close to the Nicaraguan boarder. The tourism sector is currently in process of development and basically represented by a large all-inclusive hotel (Dreams Las Mareas). There are smaller hotels scattered around, but yet there is no tourism hub, like shopping or entertainment facilities. There are three small supermarkets ("pulperías"), that sell essential items for elevated prices and the next town with banks, larger supermarkets (at normal prices), shops and clinics is La Cruz, a 40-minute bus drive away. With the influx of tourists, drugs and alcohol abuse have become an issue, especially in the younger generations. We expect our collaborators and volunteers to reject all kind of relationships with people associated to vicious behaviors, as this would compromise the integrity of ETC's acceptance and projects in the community.

CONFIRMATION:

I, _____ (initials) have read and understood the statement above and will comply by the values, believes and rules of ETC and the community.

ETC Volunteer Program operation ()**

SELECTION

Selection of volunteers will reflect the equal opportunities policy of the organisation.

This application process constitutes the submission of a volunteer's CV and sometimes a questionnaire form. Those considered to have the relevant experience or skills desired for the role will be invited to take part in a short phone or Skype or face-to-face interview. By mutual agreement between volunteer and ETC managers we will agree a volunteer period (minimum one months) and the cost of the volunteer stay. All successful applicants will be required to sign a Volunteer Agreement Form with the organisation.

PAYMENT

To confirm your reservations, a deposit of 50% of the entire stay's will be asked. We accept cash, international transfer or paypal. The remaining 50% need to be paid in cash at arrival at your host family. This means you will have to have changed cash or gone to a bank before you arrive at El Jobo.

ETC requires a 60-day cancellation notice to return the deposit.

POSITION OF VOLUNTEERS IN THE GROUP

Every volunteer will undergo an induction and relevant training to support them in delivering the role for which they have been appointed.

Each volunteer will have a staff member within the ETC team to report to and whose role is to support them during their time with the organisation.

Volunteers are not employees of the organisation. Therefore, no aspect of the relationship, documentation or support to a volunteer constitutes a contract or confers employee's rights.

WHEN YOU ARE A ETC VOLUNTEER

Volunteers will receive support sessions in order to give them the opportunity to discuss their work/intentions before initiating and during the volunteer period.

Volunteers will receive an individual schedule for the period of your stay, which you should update in the case any changes occur. Due to unforeseeable reasons, weekly and especially continuous activities may be flexible. Volunteers are expected to be punctual and should not expect anybody to remind him/her on his/her duties.

When volunteers succeed the volunteering program, ETC will be proud to deliver a Certificate of Compliance" in accordance of your achievements.

If there are difficulties during your volunteer program that arise and cannot be resolved through discussions the volunteer may be asked to leave.

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RESEARCH PROJECTS DESCRIPTION:

This list of activities is an example of the common and not exhaustive. Individual skills and intentions are encouraged and may be included, adapted and conditioned to achieve, detail or complete other tasks. During all activities, ETC expects volunteers to be friendly, interested and pro-active. No alcohol or cigarette consumption is allowed during any of these activities.

Sea turtle nesting beach monitoring:

ETC's primarily objective and research activity is the protection and monitoring of sea turtle nesting beaches around Punta Descartes. ETC is currently monitoring El Jobo beach (650m in length), Coyotera (700m), Rajada (750m) and Rajadita (350m) for about 3-4 hours each night. Because ETC's primarily goal is to protect sea turtle nests from illegal poaching, monitoring walks start between 1-3 am, leaving El Jobo by car with the ETC staff in charge, and scheduled following the time and height of the tide. Volunteers will accompany ETC staff and learn to identify sea turtle tracks, nests and species. Furthermore, they will help ETC staff to measure, tag and sample nesting sea turtles and to relocate threatened sea turtle nests to safer places. The two most common sea turtle species on Punta Descartes' beaches are the otherwise rare black turtle (*Chelonia mydas*) and Olive Ridley (*Lepidochelys olivacea*), which both nest year-round on all beaches. From May - September, the extremely rare Hawksbill turtle (*Eretmochelys imbricata*) may also be observed. Volunteers should wear dark, comfortable clothes and only use their red headlight.

Volunteers should note that nightly monitoring is a tiring activity and requires a good calculation of his/her resting time. In case a volunteer will step out of monitoring for one night for any reason, he/she needs to make sure the accompanying ETC staff will know beforehand.

Volunteers require dark, comfortable clothes, tennis shoes that can get wet or robust sandals, an own headlight with red light, water bottle and alarm clock.

Sea turtle foraging ground monitoring:

When environmental conditions allow, two different foraging grounds are monitored, every two weeks in a successive mode: Bahía Salinas to the North and Bahía Matapalito to the South of Punta Descartes, accessed via a 30-45 minutes long boat ride. At foraging grounds, ETC monitors juvenile and adult turtles, which are caught using a specially designed sea turtle tangle net. Additionally, turtles are caught by hand. With the help of volunteers, turtles are brought onboard, measured, weighted, tagged and sampled. The most common species found here are hawksbill and green/black turtles at all sizes. Volunteers help with net monitoring, sea turtle capture and manipulation and need to be comfortable in the water, preferably with snorkeling experience.

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Ray and skate monitoring

Once or twice a week, usually Saturdays and Sundays, ETC conducts ray and skate monitoring at different bays around Punta Descartes. Therefor, rays are caught by hand using handle nets and brought into tanks on the beach. Volunteers help with the manipulation, measuring and tagging of rays, and if comfortable in the water, also with capturing and in-water tagging of rays. Note that the manipulation of some rays may impose a putative danger to be stung if not correctly manipulated. If not allergic, ray stings are not life threatened but extremely hurtful and may require surgery. Therefor, volunteers need to pay special attention to ETC staff and only do what they are told to.

Ray taxidermy

In collaboration with local fishermen, incidentally caught specimens of rays and skates are preserved to be taxidermized for educational purposes. Volunteers will be instructed in the process of taxidermy and work on their own throughout the week. This process requires the volunteer to support blood, fish smell and the fine manipulation of fish parts, as well drawing skills to produce scientific illustration of the fish.

Amazon parrot (*Amazonas auropalliata*) count

El Jobo hosts a unique population of yellow-naped amazon parrots that use a specific corridor during their daily migrations between their feeding and sleeping places. With the aim to know more about their population size, reproductive periods and social behavior, ETC conducts daily bird counts between 3.30pm - 6pm. Volunteers are expected to undertake these bird counts on their own, after having a received a detailed instruction of the protocol and data taking.

Environmental education

Each Wednesday and Saturday morning, ETC's children club ("Environmental Protectors") meet and undertake different activities about the conservation of coastal marine resources, sustainable practices and other related topics. Volunteers are requested to help with the preparation of materials and activities. The direct involvement with the kids, who are entirely from the El Jobo community, may require additional certifications and skills provided by the volunteer.

Miscellaneous:

Other activities conducted by the volunteers include boat cleaning and maintenance, data digitizing, beach and in-water reef clean-up, beach tree identification and geolocation, tourist attendance, translation, ceramic handcraft, other manual labors, sign drawing/painting and installation.

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Living with your host family at El Jobo (*)**

Your volunteer stay is based in a local Costa Rican host family, who actively collaborates with ETC and its projects. This unique opportunity facilitates the interchange of culture, language and tradition with the aim to provide a memorable experience for both parts. Although volunteers contribute to the additional income to these families and become part of the family during the period of his/her stay, the volunteer remains a guest and should not confuse his/her host family with a hotel. In order to preserve local customs, habits and traditions, ETC collaborators and volunteers need to be aware of the following statements and rules.

Typical living conditions:

As a typical fishing family, the living conditions for volunteers are different for what you are used to. Most homes are humble, but provide all basic facilities (running drinking water, electricity, standard sanitary installations). Volunteers have their own room, sometimes shared with one more volunteer. Keep your things organized and clean in your room. Your host mum will do laundry for you. Always save on electricity and water, do not leave the lights on or the water running when you don't need it (close the tap when you brush your teeth or shampoo). As becoming part of the family, be as helpful as you can around the house, this helps for communication and your integrity.

Kids:

Most families have 2 to 3 kids. Volunteers should expect kid's play and noises and be comfortable around them. The family is aware of your activities and will try to keep the house as silent as possible during your resting time, but don't expect this to succeed always. Most of the kids are involved in weekly research and environmental education activities, providing a great space to improve environmental friendly attitudes, activities and involvements. However, volunteers are not expected to educate their home family's kids and should leave all disciplining to their host mum/dad. In the case you observe/experience unlawful or disrespectful behaviors, nicely talk to your host mum/dad about your feelings and how your experience could be improved. Never scream at them nor be aggressive. Most of the kids are used to foreigners and welcome volunteers warmly. They are eager to learn more about your traditions and languages, so take the chance!

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Pets and domestic animals:

Dogs, cats and domestic animals, like pigs, roosters and chicken are part of Costa Rican families. Volunteers should expect their presence, noises and smells and be comfortable around them. Sometimes Costa Rican fishing communities treat animals differently and incoherent to your standards. In case you observe any animal abuse or disrespect, talk to your host mum/dad or ETC staff. If this concerns your host kids, you may open a friendly conversation on how to treat animals with love and respect. Remember, education is the first step to improvement.

Food:

Typical Costa Rican food is composed of rice, beans, vegetables and mostly fish (or chicken, pork, steak) and you will be served three meals a day.

Breakfast: The typical "Gallo Pinto" is composed of mixed rice and beans, with eggs, cheese and bred (when you wake up).

Lunch: "Casado", usually rice and beans separate with a portion of vegetables and a type of meat (between 12 - 2pm).

Dinner: Pasta, "casado", or soup (between 6 - 8pm).

If you have any diet preferences, this has to be acknowledged and discussed beforehand. Any deviations from the typical foods served incur extra costs (extra vegetables, lactose and gluten free products) or will have to be provided/bought by the volunteer. Additional costs will be detailed after discussing the volunteers' diet preferences with the host family.

Free time, visits and leaving the house:

You will be assigned no volunteer works on Sunday afternoon, night and Monday morning. During your free time, you may visit the beaches, get internet access, tour the area (when available you may have a bicycle to use), etc. If you decide to eat out, always notify your host mum at least 2 hours before meal time. If she is not home, make sure through your host dad/siblings/neighbors/ETC staff she will know and not wait for you. For general safety, always let your host mum/dad/siblings know where you go. Sleepovers are not permitted during your stay (except for previously with ETC agreed family visits or vacation times). If you get to know someone outside the project, family or community and establish a friendship, let your host family and ETC staff know. Often they have more knowledge on local community members than you will gain in a short period of time and provide valuable advice. Generally, it is not allowed to receive/invite foreigners to your host family or ETC activities.

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Sundays and Mondays:

Your host family attends church every Sunday night and will prepare your dinner beforehand, which you will need to heat up. Your host mum will make sure you know where everything is found in the kitchen and show you how to heat up your food. On Monday mornings, your host mum and dad usually go to La Cruz to shop for the weeks' groceries. If you decide to stay at home, she will make sure you will have your breakfast and lunch prepared or ready to heat up, in case they come home late.

Illegal and legal drugs:

In Costa Rica, all kind of drugs other than alcohol or tobacco cigarettes, are prohibited by law. Any kind of drug abuse or consumption during the volunteers' stay will cause the immediate leave from the host family and separation of any involvement with ETC.

Cigarettes and alcohol are not permitted to be retained or consumed at or close to the host family, nor during any of the ETC activities.

Note that many of the community members are part of a Christian church, which rejects the consumption of alcohol, cigarettes and drugs. Although we do not ask volunteers to adopt or become part of any religious believes, we expect ETC collaborators and volunteers to respect their rules and behave accordingly throughout their stay.

Wildlife:

El Jobo is surrounded by tropical dry forest and is very rural. Right around your home stay you may observe many monkey species (spider, cappuccino and howler), other mammals (ant eaters, raccoons, coatis, armadillos) and tropical birds (bluejacks, parakeets and amazon parrots, eagles, etc.), but also some animals, you may not like as much. Scorpions, spiders (even tarantulas) and sometimes snakes are quite common at El Jobo (and all over Costa Rica), but yet have never caused any accident, nor with locals or visitors. Mosquitos and sandflies are part of the tropics and may bother you during some nights more than others. Consider to bring sufficient mosquito spray and indicate if you have any allergies (especially wasps-scorpions) beforehand. There is no malaria or yellow fever in this area and even dengue has only been reported in one case over the last years.

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ASKING A VOLUNTEER TO LEAVE

1. **The decision to ask a volunteer to leave should always be the last resource, for which ETC staff had to make sure:**
 1. that the volunteer understood the required work standards.
 2. additional support/supervision sessions were provided.
 3. the volunteer's skills were accurate and changing his/her role were considered.

2. **Reasons for asking a volunteer to leave are:**
 1. Disrespect of ETC volunteer rules, exposed and acknowledged in Background (*) and ETC Program operation (**)
 2. Disrespect of Costa Rican family costumes (***)
 3. Consumption of illegal substances
 4. Violent behaviour towards kids

3. **If there is the need to terminate the relationship this will be done by the responsible ETC staff.**

CONFIRMATION

I _____ certify that I have given true and accurate information on all pages of this application and where I have initialed I am indicating my understanding of the question.

In the event that confirmation is needed in connection with this application, I authorize Equipo Tora Carey to contact any registration and license boards to furnish information concerning my qualification statements made in this application.

I understand that false information may be grounds for rejection of my application and / or grounds for immediate dismissal from ETC.

Please sign to confirm that the details contained in this form are a true reflection of the discussion.

Signed by Volunteer Support Manager :	Date:
Signed by Volunteer :	Date:

EMERGENCY CONTACT INFORMATION

Please supply the names and addresses of two emergency contacts who know you well. This may be one of your Families, friends, or head teachers.

Primary Contact

First Name: _____

Sure Name: _____

Relationship to you: _____

Phone number: _____

E-mail address: _____

Address: _____

Postcode: _____

Secondary contact

First Name: _____

Sure Name: _____

Relationship to you: _____

Phone number: _____

E-mail address: _____

Address: _____

Postcode: _____