



Collaboration agreement with volunteer/trainee

1. Volunteer/Trainee

This is an agreement between AXIS (Nørrebrogade 52 C. 2200 København N) and the following volunteer/trainee:

Full name _____

CPR No. _____

Address _____

Telephone and email _____

Student number (if you are a student) _____

Contacts in Denmark _____

2. Contacts

Julie Toftgaard, coordinator for English teaching and Spanish classes in VES, teacher: jt@axisngo.dk

AXIS
Nørrebrogade 52C
2200 København N
Tlf: +45 31 83 20 26
axis@axisngo.dk

3. Project

The volunteer/trainee has agreed to work on the following project in CEPROMUP, Lima:

- Regular English teaching
- Teachers

3.1 Time Period

Unless otherwise agreed, the volunteer/trainee is committed to teach four hours daily for a minimum of four weeks.

The volunteer/trainee will work with the project for the period: _____ - 20__ to _____ - 20__

3.2 Teaching Schedule

If significant changes are made in the teaching schedule, AXIS and CEPROMUP have to be informed and have to approve the changes before they come into force.



4. Economy

The volunteer/trainee is obliged to be a member of AXIS (DKK 250/100 for students) and to pay DKK 900 in administration fee. Please transfer the full amount of DKK 1000 to bank account:

Arbejdernes Landsbank

Reg.nr.: 5379

Kontonr.: 0242004

Add name, address, e-mail, and phone number, and please send this information in an e-mail as well to:

axis@axisngo.dk

The volunteer/trainee will pay his/her own expenses, including:

- Travel expenses
- Insurance
- Vaccinations
- Accommodation
- Food
- Etc.

<p>By signing this agreement, the volunteer/trainee confirms that he/she has a travel insurance that covers voluntary work and that he/she has all the recommended vaccinations.</p>

5. Preparations for the Project

Before departure the volunteer/trainee has to:

- Attend a preparation workshop or an individual meeting (in Copenhagen).
- Prepare a teaching program for the entire period using the schedules for preparation given by AXIS. The program has to be approved at least four weeks before departure.

6. Evaluation and Reports

Volunteers/trainees working in Villa el Salvador are obliged to write a brief report in Danish after two weeks commenting generally on the teaching and the stay.

Furthermore the volunteers/trainees are obliged to write an evaluation report that has to be turned in at the latest two weeks after finishing the teaching period. This report has to be written in English using the standard template provided by AXIS. Furthermore a short evaluation in Danish has to be written also using a standard template. The reports are to be sent to jt@axisngo.dk

In addition, an oral evaluation is compulsory. Therefore AXIS will invite the volunteer/trainee to a welcome-home meeting when he/she has returned to Denmark.

7. Confidentiality and Terms of Termination of Agreement

The project and the tasks that are carried out during the stay can be discussed with a possible supervisor from the volunteer's/trainee's college or university and can be discussed and described in reports and at exams. If both AXIS and the volunteer/trainee agree to it, the evaluation report can form part of a reports library at the college/university. If the volunteer/trainee wishes to publish material or knowledge attained during the stay in CEPROMUP, AXIS has to approve of it.



The co-operation between AXIS and the volunteer/trainee can be brought to an end if any of the terms in this agreement are broken.

8. AXIS

- AXIS has no financial or legal responsibilities.
- AXIS will help the volunteer/trainee get in contact with former volunteers if they are interested.
- AXIS will assist with practical guidance in connection with travelling in Peru.
- Before departure AXIS will help you prepare for the cultural meeting.
- AXIS and CEPROMUP will inform the volunteer/trainee about the classes they have to teach.
- AXIS will help the volunteer/trainee with accommodation in Lima.

9. General

The volunteer/trainee works as a representative for AXIS and CEPROMUP. Therefore he/she is obliged to fulfil the following:

- To consult Axis in connection with possible conflicts or problems in relation to his/her work with CEPROMUP or the project in general.
- To work in accordance with AXIS' principles and values.
- To work according to the rules set by CEPROMUP.
- To be prepared to work independently and responsibly with the project.
- To have a travel insurance covering voluntary work.
- To have all recommended vaccinations.

If the volunteer/trainee is travelling via USA, it is his/her responsibility to fill in any required travel forms (e.g. ESTA).

10. Special agreements

11. Signature

By signing here the volunteer agrees on the above:

Date:

Volunteer's/Trainee's signature

On behalf of AXIS