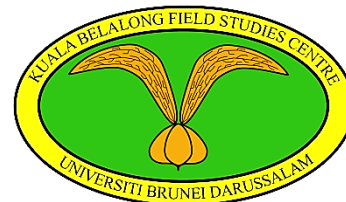


'Friends of Belalong'

REGISTRATION FORM



فوست كاجين لوار كوالا بلالونغ
Pusat Kajian Luar Kuala Belalong

PERSONAL PROFILE

First name		Last name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Postal address	
Age			
I.C/Passport number	(Please attach a copy of I.C. or passport)		
Nationality		Occupation / Affiliation	
Telephone number			
E-mail		Language(s) spoken	

EMERGENCY INFORMATION

Person to contact during an emergency (name in full)		Relationship	
Contact telephone numbers			
Medical information (list any medical conditions & medications, health problems, allergies, etc.)			

VOLUNTEERING OPPORTUNITIES

Please indicate your preference for the following volunteering opportunities:
(1 = very interested, 2 = interested, 3 = not interested)

Research assistance	<input type="text"/>	Events management & support	<input type="text"/>	Design work (exhibits / art / graphic / web)	<input type="text"/>
Education programmes & related activities	<input type="text"/>	Archiving work (manual & computerised)	<input type="text"/>	Photography / videography	<input type="text"/>
Development of KBFS Publications	<input type="text"/>	Statistical work / data entry & analyses	<input type="text"/>	General support	<input type="text"/>

YOUR AVAILABILITY

Please indicate below when you are likely to be available for volunteering activities (please specify & tick where appropriate):

	DATE	TIME
Weekday		
Weekends		
Others (Public holidays / school holidays, etc.)		
Are you willing to spend overnight(s) at Kuala Belalong Field Studies Centre in Ulu Temburong?		Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION OF INDEMNITY

Please SIGN below as an agreement to the indemnity clause. For volunteers under 18 years of age, the form MUST be signed by the PARENT/GUARDIAN. **Please cross out where applicable.*

I confirm that I *and my child understand and agree to abide by the terms of reference of the 'Friends of Belalong' outlined below. I shall not hold Universiti Brunei Darussalam and/or the Government and/or any officer responsible for any physical, mental or emotional injury sustained or any loss of life, or property of whatsoever kind to * me / my child named above while participating in volunteer activities organised by Kuala Belalong Field Studies Centre.

Signature:

Date:

Name:

FRIENDS OF BELALONG TERMS OF REFERENCE

(Please read the terms of reference before registering as a volunteer)

1. The Friends of Belalong

1.1 What is the 'Friends of Belalong'

'Friends of Belalong' is a volunteer programme for KBFSC and the target groups are **KBFSC's stakeholders, Brunei youth and the local communities**. They will be affiliated to KBFSC who will contribute for various biodiversity and environmental related initiatives undertaken by the KBFSC.

1.2 Definition of a Volunteer

A volunteer is one who works to help achieve the objectives of KBFSC for no financial reward.

2. Enrolment of Volunteers

2.1 Requirements

All volunteers must be **15 years of age or older**. For those **below 18 years of age**, enrolment in KBFSC volunteer programme and participation in activities are **subject to parents/guardian consent**.

Desirable traits we look for in our volunteers:

- Commitment and enthusiasm.
- A keen interest in the natural environment.
- Believe in the importance of environmental conservation and enjoy sharing his/her knowledge/skills with others.
- Enjoy outdoor activities.

2.2 Registration and Orientation

A prospective volunteer must **complete the registration form** and submit it to KBFSC. Depending on the requirements, new volunteers may be asked to **attend a short orientation** to familiarise them about the 'Friends of Belalong' activities.

2.3 Services by volunteers

Each term of registration will last for **ONE year**. KBFSC recommends that volunteers participate in at least **4 services per term** to be eligible for a **Volunteer Certificate**. Those who do not reach this quota however, will still be awarded with a **letter of acknowledgement** for their contributions as volunteers.

The management of KBFSC has the **right to disqualify** a volunteer from any activity he/she is incapable of continuing without jeopardizing his/her own or other volunteers' health, well-being and safety.

2.4 Issue of Volunteer Pass

A **volunteer pass** will be issued after the formal registration and is valid for **one year** from the date of registration.

2.5 Renewal & Cessation of Service

At the end of each term, volunteers have the option to either **continue** or **discontinue** their services.

The management of KBFSC reserves the **right to cease the service** of a volunteer who fails to meet the basic standards and expectations and do not comply with the volunteer's code of conduct.

In the event that a volunteer **decides to discontinue** his/her services or is **ceased**, the **volunteer pass must be returned** to the KBFSC.

3. Discipline

Volunteers are obliged to observe a **code of conduct**:

- a) Be **punctual** and **responsible**. Please notify the KBFSC coordinating staff if you are unable to turn up for your assigned services.
- b) To **sign in and out** in the Volunteer Attendance Book and to inform KBFSC coordinating staff of any changes to the original schedule.
- c) Be **courteous** towards visitors.
- d) **Work in harmony** with KBFSC staff and fellow volunteers. The volunteer programme can only succeed with cooperative team effort. Volunteers must respect and accommodate the views of others.
- e) **Lead by example** and observe the law and rules of Brunei Darussalam and other relevant institutions/authorities.
- f) **Be properly attired** in the volunteer shirt (if available) and display their volunteer pass during official duties and events.
- g) Volunteers are deemed **not to represent KBFSC and UBD** to the media or elsewhere, based on their volunteer status unless approval has been granted.

4. Declaration of Indemnity

Volunteers should be fully aware of the dangers and risks that might occur in the voluntary services and activities and **will not in any way hold the Brunei Government or the management of KBFSC and UBD responsible** for any liability, loss, damage, expense and cost, which the volunteers may sustain, incur or receive as a result of such services and activities. Volunteers are advised, with the assistance of KBFSC prior to the commencement of their services, to arrange for an insurance coverage.

5. Welfare and Benefits

- a) T-shirts may be given to regular volunteers (minimum 4 sessions of service per year).
- b) Expenses for travel, accommodation and food associated with services at the KBFSC headquarters in Temburong may be sponsored.
- c) Meet and establish networking with like-minded people.
- d) Participate in volunteers' nature outings and activities.
- e) Gain knowledge about the Brunei's natural heritage.
- f) Volunteers will be invited to KBFSC's official events and functions as recognition of their contributions.
- g) Letters of acknowledgement / certificates and awards will be given annually to recognise contributions volunteers.