

Angloville is committed to maintaining the highest standards of education and conduct. The main function of this Legal Note is for us at Angloville to fulfil our responsibility in making you aware of some important aspects of the local law. At Angloville, we work with many individuals from different backgrounds. As such, compliance with the law is mandatory and we expect high standards of behaviour. The following rules apply to everyone: Coordinators, English Native Speakers, and participants.

Your role as a volunteer is focused on being a great conversation partner for the local participants while sharing your experience and supporting them in the learning process. Direct supervision of the participants is performed by Angloville Coordinators, who are authorised by the Local Authorities to ensure a safe educational experience. Thus, compliance with their instructions and guidance is critical. Your safety is Angloville's highest priority. A full copy of the Terms and Conditions shall be available from an Angloville Coordinator and can also be found on:

www.angloville.com/wp-content/uploads/2018/02/Volunteering-terms-and-conditions-2018-final.pdf

Thank you for your understanding and cooperation.

Legal Statement

1. I hereby declare that I have no criminal record and there is no criminal legal action being taken against me at the present moment.
2. I hereby declare that I have no physical or mental condition that would prevent me from participating in the programme.
3. I agree to act responsibly and reasonably in compliance with the widely accepted standards of good behaviour.
4. I understand it is necessary to listen to, comprehend, and follow the advice and instructions of, Angloville Coordinators; especially, but not limited to, information related to health and safety.
5. I am aware that any act of violence, harassment, sexual harassment, or other types of abuse will be immediately reported to the police, which may lead to arrest and prosecution.
6. I have been informed that it is mandatory to maintain particular sensitivity about different attitudes towards sexual relationships in the country I visit, and it is strongly advised not engage in any activity that can be considered inappropriate or illegal.
7. I am aware that excessive consumption of alcohol is strictly forbidden and may lead to expulsion from the programme at my own cost, at the sole discretion of the Angloville Coordinators.
8. I am aware that any form of gross misconduct/criminal activity will lead to expulsion from the programme at my own cost, at the sole discretion of the Angloville Coordinators; and, in consequence of which, I could face legal repercussions in the host country. This information may be passed to my university/employer, and the local police in my country.
9. Any use of illicit and/or illegal drugs is strictly forbidden and will be reported to the police immediately. I have been informed that this may lead to arrest and/or prosecution and a prison sentence of up to fifteen (15) years.
10. I acknowledge that I will be held financially responsible for any damages I may cause to the hotel facilities and equipment and that my details will be passed on to the hotel management and/or authorities if such damages occur. In case of any damage, the volunteer agrees to cover the cost before leaving the property.
11. I have been informed that inappropriate behaviour towards other volunteers, participants and Coordinators, breaches of the code of conduct, or other legal breaches, are grounds for disciplinary procedures, including dismissal from the programme with no refund or compensation and at one's own expense, and legal action may be undertaken by the authorities.
12. As I will be sharing a room, I will maintain excellent personal hygiene and refrain from being a nuisance to, or causing undue disturbance of, my roommate(s), especially at, but not limited to, nighttime.
13. Any outstanding bills at the hotel must be paid before leaving the property.
14. I agree to give consent for pictures/video footage of myself, taken with my awareness by the Programme Coordinators, to be used for Angloville marketing and advertising, as well as to be sent to participants upon request* (if you do not agree to give consent to this clause, then please let us know either by email or clearly on this form given to you on Day 1 of the programme
.....(comment).

Your declaration

I hereby declare that the above points were clearly communicated and explained to me in detail and I am aware of the legal consequences of breaking the law or violating any other aspect of this document

.....
Participant's name (BLOCK LETTERS)

.....
Date & Signature

Volunteering Agreement

We would like to inform you that during your stay at the Angloville programme you will be hosted by the Foundation "Rozwój Bez Granic" [Development without Borders]. The Foundation is the legal entity responsible for providing volunteer opportunities with Angloville.

On(date), between Foundation "Rozwój Bez Granic" [Development without Borders] located at Edwarda Heila street 9/52, 30-654 Kraków, represented by Jan Gansort hereinafter referred to as Foundation,

and

.....(name and surname)

.....(passport number)

.....(official address)

Hereinafter referred to as the Volunteer, has made an agreement based on the following content:

1. The Foundation and the Volunteer conclude the agreement in terms of helping Angloville clients improve their English through a series of conversations and activities during Angloville programme.
2. The Angloville programme will take place between.....(date) and.....(date)
3. Both parties agree that the provision of this agreement is based on voluntary work, without payment.
4. The Foundation informed the Volunteer about the terms and conditions of participation and responsibilities during the programme.
5. The Foundation informed the Volunteer about the venue where the program will take place. The Foundation will provide the agreed accommodation.
6. The Volunteer agrees to fulfil all responsibilities personally.
7. The Volunteer agrees to protect confidential data that is connected with the programme especially the financial status of the participants as well as their health condition.
8. All matters unregulated herein shall be governed by the provisions of applicable law, the Civil Code, Public Benefit and Volunteer Work Act.
9. The Volunteer was informed about all laws, regulations and obligations.
10. The contract has been prepared in two identical copies, one copy for each party.

Date, signature

Personal Questionnaire

1. Name (names) and surname	
2. Date and place of birth	3. Nationality
4. Passport No.	5. Issue date
6. Place of residence in the home country/or abroad (not the Angloville venue) <i>(full address)</i>	
7. Phone number.....	
..... (place and date) (signature)

Thank you for joining us at Angloville - we hope you will have an entertaining, educational and enjoyable week! This document contains a few handy hints and tips that we hope will help you make the most of your time with us and make it a week to remember.

The following information provides additional detail about the programme. If anything is unclear, please speak to your Native Speaker Coordinator.

Top tips for Native Speakers:

1. Be friendly

This is an unfamiliar environment for everyone – for you it may be your first time in this country, and for the participants, this is a completely different linguistic landscape. This language element means this is a much more comfortable environment for you than it is for the participants. To help to make the participants feel comfortable too, greet them warmly, be understanding, and remember that a smile can go a long way.

2. Be brave

Have the courage and confidence to correct participants' mistakes (you may wish to agree how and when to do this with them in advance) – your feedback will be welcome and they will appreciate your efforts in ways you might not appreciate until the end of the week. Try and extend this bravery to the things you talk about as well – do you want to learn something about local/national history but worry it might be too sensitive? You won't know without asking! If you raise a subject tactfully, you can only stand to benefit and have more interesting conversations.

3. Be curious

You've already taken a leap into the unknown by joining us for this programme, and that attitude will serve you well this week. There are no boundaries to what you can discuss with the participants – we provide some possible areas of conversation, but you are free to use any of those to springboard into anything that takes your interest. Explore different subjects with the participants and this week it will become a very fulfilling and enriching experience. Also, let your curiosity extend to the English language – if you don't know why something sounds right or wrong, ask another volunteer or the Coordinators! Exercise that curiosity and you may just find that you learn something as well.

Top tips for good sessions

Speaking sessions

You have free rein to use any public areas of the venue, so feel free to mix it up. As a general rule, it can be useful to go for a walk during the first 1-2 days. It's a lot less stressful and less intense, making it more conducive to a natural conversation. There are also a lot more natural stimuli around, giving you a lot of things to discover and talk about off-the-cuff. This can also be useful if you have a participant who seems overwhelmed, shy or disengaged. If your partner is having trouble understanding something, try explaining it using different vocabulary. Use your partner's notebook to record new vocabulary and phrases – by the end of the week, it will serve as an invaluable personalised dictionary, composed of things that came up in real-life conversations.

Mentor meetings

This is possibly the most rewarding part of the week. You'll spend several hours preparing a presentation with your mentee, and it will be an opportunity for you to learn, teach and understand. Remember the presentation should be 5-7 minutes at the most. As an outline, try the following structure for mentor meetings:

Day 1: getting to know your mentee and deciding on a topic

The more you know about your mentee and their interests, the more you'll be able to help. On the first day, it's useful to get an understanding of who they are and what they might like to talk about. Don't be surprised if they don't know what to talk about straight away, and help them explore some ideas if they're unsure.

Day 2-3: mapping your mentee's presentation with bullet points, working on presentation content, PowerPoint etc.

Flesh out the ideas you have, and discuss the best way to present them. Is your mentee confident enough to present their idea without a PowerPoint presentation to assist them? Would they prefer to use a flipchart to present their ideas? Would they like to do something unorthodox, like a musical performance or maybe running a game? Either way, help them go in a direction where they'll feel comfortable and confident.

Day 4: rehearsing

If you've made it to day four and you're ready to rehearse, GREAT! Have your mentee give their presentation to you, and give them feedback on areas for improvement. Is your mentee worried about being quiet and that no one will hear them? Try getting them to practice in a large room, with you standing at the back. If you can't find a room, why not try outside?

Group activities

In these group activities, you (and the other Native Speakers) will most likely be outnumbered by the participants in your group. That's because your role in these sessions is to help facilitate, not dominate.

Let the discussion and creative process reflect the fact that the participants will be presenting the group work, not you. Help foster their ideas and ask them to explain concepts further – ideally, you want them interacting and feeding off each other's ideas, with you ironing out any wrinkles. It may be necessary for you to help get the ball rolling, but try to ensure that your participants are just as involved in the process as you are.

Practical sessions/Roleplays/Telephone sessions (Adult programmes only)

These sessions are an opportunity to take part in some role-playing, so let your creative juices flow. If you finish the activity described within the materials, try to re-purpose the scenario for something else. What other situations or skills might be necessary for the situation outlined in your practical session? In what other situations might your participant need confidence speaking on the telephone? What are some everyday situations where you speak on the phone? The more energy and creativity you can invest in these sessions the more you will enjoy them.

What to expect from the participants, and what they will expect from you

Angloville is a language immersion program – the main task is to talk!

We do not focus on grammar or written exercises. If you are confident explaining grammatical concepts and your participant is interested in expanding this aspect of their English language knowledge, you are welcome to do so. If you're not confident doing so, ask for help! Your Coordinators will be happy to offer assistance, and other members of the group might provide a welcome source of knowledge as well. Each of our participants will have a different level of ability. However, they will all be conversational and able to understand most of what you say to them. However, do not be surprised if they lack confidence, and downplay their level of ability – part of the challenge for them this week is overcoming these exact issues: going from a mindset of "I'm sorry for my English" to "How can I improve?".

Aside from the main task – talking – it's important to remember that a good conversation also requires someone to listen. Don't just talk at your partner – they will want to contribute as well, and listening to them is just as important as talking with them. Listening is important for many reasons, primarily that they will expect you to correct their mistakes. It will be useful for you to discuss how you want to do this – rather than stopping them at every instance of a mistake, it may be more productive to take a break to recap after some time (i.e. half an hour) and then you can point out a couple of recurring problems (such as gender agreement or missing articles such as "a" or "the"), then focussing on those in the second part of your session.

This document is by no means comprehensive, and your Angloville Coordinators are here to help. They will have more tips and experience to share with you, so don't be shy about asking them for help.

We hope you'll have a fun and fulfilling week – thank you again for joining us at Angloville

1: Speak only in English

2: Always be on time

3: Always wear your name tag

Mentor meetings:

During this time, you and your mentee will discuss and refine your mentee's 5-7-minute presentation and any relevant issues they may be having. Please note that they need to prepare the content on their own. Your role is as an adviser and teacher/mentor. It is also crucial that the presentation is no more than 5-7 minutes in length. During your meetings, it is a good idea to take notes. After the presentations have been delivered at the end of the week, you will need to fill out a feedback form about your mentee, and these notes will prove invaluable in helping you to do this properly.

1-on-1 speaking sessions:

You will be paired with one participant and have 50 minutes to talk about the topic on the speaking materials you will receive at the beginning of the session. If they would prefer to discuss something else other than what is contained within the materials or would like to do a combination of both, this is fine too.

Group activities:

In a group, you and another Native Speaker will help a small number of participants prepare a short group presentation. It will be presented to the whole group in the last part of the session. (Only participants will be expected to deliver the presentation).

Roleplay:

You and a participant get to simulate a "real-life situation". You have the opportunity to act and assume the roles that you have been given, or if you prefer, just discuss the topic. This can get very interesting and trigger many opportunities for independent discussions. Be creative and use your imagination!

Practical session:

Similarly to the roleplay session, you and your participant will be given a scenario where you need to deal with some more common and practical aspects of everyday life in English. Again, the emphasis is on having fun, so don't make it too serious!

Telephone session:

You and your participant will sit back-to-back and have various "phone calls" with each other. Many of the participants need to speak to people on the phone in English in real life, so it is important to remove body language and facial expressions. You will have scripts, but once again be creative and have fun.

Pronunciation session:

Help your participant to pronounce various words and sentences that are often difficult for non-native speakers of English. The results can vary depending on accents.

2-on-2 discussion:

Similar to a 1-on-1 session but twice the number of Native Speakers and participants. The materials for topics can vary, leading the group discussion in many different directions.

Entertainment hour:

This is when one or more Native Speaker will organise a simple game or activity for the whole group. The activity should have a simple structure and be easy to explain to participants (for example: Pictionary; Who am I?; Stop the Bus). If you have an idea for an activity you would like to run, speak to your Native Speaker Coordinator.

Social time:

This is essentially time to get to meet everyone and have more informal discussions about anything you like. At this time, you can unwind and enjoy a drink from the bar, if you choose. It is not compulsory and you may prefer to go to bed or make use of the hotel facilities instead.