

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 young 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, hotel staff 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](http://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 undertake to act responsibly and reasonably in compliance with the widely accepted standards of good behaviour.
4. 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.
5. I am aware that due to the presence of underage participants on the programme, the consumption of alcohol at any time during the programme, including free time, is strictly prohibited both on and off the premises of the venue. Irresponsible behaviour involving the consumption of alcohol will lead to expulsion from the programme at my own cost. This decision would be at the sole discretion of the Angloville Coordinators.
6. Any form of gross misbehaviour/criminal activity will lead to expulsion from the programme at my own cost, and I am aware that such behaviour may carry legal consequences. This information may also be passed to my university/employer and the local police in my country.
7. 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.
8. I was made aware that since I will be leading conversation sessions with underage participants, conversations about certain sensitive topics should be strictly avoided. These include: drugs, sex, religion, racism, politics, and other controversial and inappropriate topics for an educational programme with young participants. This rule applies to me, the Native English speaker, and the programme participants.
9. I am aware that engaging in, or attempting to engage in, any form of sexual activity or any physical contact that could be deemed sexually-motivated is strictly forbidden by law.
10. I am aware that befriending or attempting to befriend, participants on social media sites or through other electronic communication methods is strictly prohibited.
11. I acknowledge that I will be 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.
12. Everyone on the programme is obliged to use appropriate language at all times.
13. Any use of physical force towards any other person is strictly forbidden.
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 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).

## Health and safety rules on the programme (volunteers)

1. 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.
2. The volunteers are not allowed to enter participants' rooms at any time, nor are participants allowed to enter volunteers' rooms. Failure to follow this rule will lead to immediate expulsion from the programme.
3. All interaction, including during speaking sessions, games and other activities between participants and the volunteers should take place in public areas of the premises.
4. The volunteers must be aware that participants are not allowed to leave the premises unless they are accompanied by an Angloville Programme Coordinator.
5. The participants may not leave their rooms after 22.00 each day unless they have express permission from the Lead Coordinator. Please inform an Angloville Coordinator if you notice a participant outside their designated rooms after 22.00.
6. I have been informed that inappropriate behaviour towards participants, breaches of the terms and conditions or other legal breaches are grounds for disciplinary procedures, including dismissal from the programme with no refund and at one's own expense, and legal action undertaken by the authorities.
7. As I will be sharing a room, I will maintain excellent personal hygiene, and agree to refrain from being a nuisance to, or causing disturbance of, my roommate(s), at especially, but not limited to, nighttime.
8. Any outstanding bills at the hotel must be paid before leaving the property.

Thank you for understanding why these points are important and required to be emphasised by the law.

## Your declaration

I hereby declare that the above points (both the Legal Note – page 1, and Health and safety rules – page 2) were clearly communicated and explained to me in detail and I am aware of the legal consequences for breaking the law or violating any other aspect of this document.

.....

Volunteer's full 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.

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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 mentees will discuss and refine your their 5-minute individual or 10-minute joint 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 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.

### **2-on-1 speaking sessions:**

You will be paired with two participants 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.

### **1-on-1 speaking sessions:**

You will be paired with one participant and have 25 minutes to talk about anything that you are both interested in, as long as the topic is appropriate for the age of the participant.

### **Group activities:**

In a group, you and other Native Speakers 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).

### **Team building:**

Similar to group activities, team building sessions focus on participants working together to solve problems and work towards a shared goal. They are designed to be good fun - the more you put in, the more you will get out!

### **Cultural session:**

This is an opportunity for you to support participants to understand a bit more about the history, language and culture of many countries around the world where English is important. Your experiences and expertise will be particularly helpful in this session. This session also takes place in a group format.

### **Games:**

These sessions, run by one of the programme Coordinators, are a chance for the whole group (or sometimes smaller groups) to have fun together by playing indoor or outdoor games. If you have an idea for a game you would like to run during the week, speak to your Native Speaker Coordinator.

### **Entertainment time:**

This is when the programme Coordinators will organise a game or activity for the whole group. The activity will have a simple structure and be easy to explain to participants (for example: a quiz, a competition, a series of games). Later in the week, one of these sessions will be devoted to a talent show.