



Volunteer Application Procedure

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for the children of nepal

Phase 1 - Application

1. Applicant sends letter and résumé to the Maya Foundation expressing interest
2. If Maya Foundation shares interest and applicant agrees with the conditions, s/he will receive **information booklet** by e-mail. Applicant is requested to fill out and mail the application form that is downloadable on the website.
3. applicant is invited for the intake interview.
4. Maya Foundation and applicant meet, discuss possibilities and match. If both the Maya Foundation and applicant decide to continue, the applicant pays the € 100,- application fee asap.

Phase 2 - Project definition

5. Applicant describes, in close deliberation with the Maya Foundation, his/her timing, objectives, activities and deliverable in a **project description**. Note: this description has to be approved by the Maya Foundation. Applicant receives copy of the **project report guidelines**.

Phase 3 - Travel arrangements / MoU

6. After approval of the project description, the volunteer/intern is requested to sign the **Memorandum of Understanding**, describing all agreements and details.
7. The volunteer/intern can now make his travel arrangements. Volunteers/Interns should **always** consult the Maya Foundation before making a final booking to make sure that the dates are fitting our schedules. Please do not book a flight without Maya Foundation's consent. The travel arrangements have to be communicated to the Maya Foundation asap by using the **travel data sheet**, accompanied by a **passport scan**.
8. Maya then sends e-documentation to intern/volunteer like handbooks, cultural guides, Nepali dictionaries, visiting cards, maps, etc.

Phase 4 - Payment

9. Final payment for support and living costs has to be received by the Maya Foundation no later than 6 weeks before departure.

Phase 5 – Transfer of contact details

10. The Maya Foundation will send volunteer/intern all contact details in Nepal.