

# Volunteer Programme

*The Department of National Zoological Gardens*



**PINNAWALA**  
ELEPHANT ORPHANAGE  
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**Manual**  
*Foreign Nationals*



## *Volunteer Programme for Foreign Nationals in Dehiwala Zoo and Pinnawala Elephant Orphanage*

*Volunteers have played a vital role in our organization throughout its history. Volunteers offer invaluable support to carryout day to day functions of the Department of National Zoological Gardens.*

*Current volunteer programme is having two categories;*

- 1. Volunteer Field Work Programme*
- 2. Volunteer Veterinary Assistant Programme*

### *1).Requirements for Volunteer*

- Age should be over 18 Years.*
- Specific qualifications are not needed for the Volunteer Field Work Programme.*
- Veterinary Volunteer should be a graduate or an undergraduate or at least have a veterinary background (secondary education) or any other experience related to animal science.*
- Volunteer must obtain appropriate Insurance policy for his or her own safety and a copy of the Insurance must be handed over before commencing the volunteer programme.*

### *2).Working Hours*

- *Volunteer Field Work Programme* (From 7:30 am - 4.30 pm)
- *Volunteer Veterinary Assistant Programme* (From 8.30 am - 4.30 pm)

### **3). How to apply:**

*Application should be submitted in the format annexed to this as appendix ' A ' and email to the Director.*

*Further details of the volunteer programme can be collected from the Department of National Zoological Gardens or send us an e-mail / fax (information is given below) address to the Director, Department of National Zoological Gardens.*

### **a.) For Foreigners**

***Application should forward through their respective Local Authority where the applicant reside or through their University/ Higher Educational Institute.***

- *The duly completed applications should forward to Director, Department of National Zoological Gardens, Dehiwala to process for the selection.*
- *Specific requirements should be mentioned as per the areas which you have interest, since the programme could be arranged accordingly.*
- *An appointment letter will be given before you start the volunteer programme.*

### **Note:-**

- *The application should be forwarded at least 10 days prior to the intended starting date.*



*(It will be taken 10 days to process your application).*

- *Acceptance / non acceptance will be informed via e-mail in advance.*
- *Uncompleted applications will not be proceed for the approval.*

#### **4). Fees for volunteer Programme**

##### **a). For Foreign volunteer**

<i>Programme</i>	<i>1 Day</i>
<i>Field work programme</i>	<i>20 US\$</i>
<i>Veterinary assistant programme</i>	<i>25 US\$</i>

##### **Registration fee**

*You have to pay a non – refundable fee of US\$ 10 as the registration fee.*

- *Payment can be made on the date of registration.*
- *Money can be paid in Sri Lankan Rupees at the Zoo or can be paid in foreign currency to the **Bank of Ceylon, Wellawatta Branch**. The Account No is **0007042658**  
A copy of the bank receipt should be handed over to our office before the registration.*
- *The payment is not refunded in any case.*

#### **5). Memorandum of understanding on providing voluntary service**

*The MOU should be signed by both parties involved on the date of registration. (The Department of National Zoological Gardens and the Volunteer.)*



#### **6). How to work during the programme**



- *Volunteer should keep their signature in “Volunteer Attendance Register” every day before start the work and at the departure.*
- *Orientation Programme will be conducted by a zoo official.*
- *Programme schedule will be given before start the volunteer work.*
- *According to the volunteer programme schedule, volunteers should carry out their work under the supervision of the supervisors of each section.*
- *A Report should be submitted including the tasks which you have completed as per the format given by the Department of National Zoological Garden.*
- *Minimum period for any volunteer programme is one week.*
- *A certificate will be issued for the volunteer who are successfully complete the programme.*

#### **7).How to solve the problems at the zoo**

- *If you have any problems you can immediately inform to your relevant supervisor, or officer in charge of the Dehiwala Zoo or Pinnawala Elephant Orphanage.*

#### **8). Facilities**

- *Accommodation, food or any other extra facilities will not be provided by the Department of National Zoological Gardens.*

#### **9). Rules and Regulations**

- *Volunteer should not permit to approach the elephant’ / animal’ and touching elephant’ / animal’ is extremely prohibited unless it is permitted.*
- *Refrain entry to prohibited area.*
- *Guiding visitors is prohibited.*
- *Consumption of alcohol and smoking within the Zoo is strictly prohibited.*
- *The Department of National Zoological Gardens will not take any responsibility for any loss of property, personal injury, illness or accident sustained by the volunteer.*
- *Volunteer has to obey the laws of Sri Lankan Government.*



- *The Director has the authority to terminate the volunteer in a case of breaching rules and regulations of the Department of National Zoological Gardens without subjecting to any claim.*

#### **10). Dress Code:**

*Male : Volunteer- T-Shirt / Trouser or a Three Quarter trouser is approved*

*Female: Volunteer- T-Shirt / Trouser or a Three Quarter trouser is approved*

*Volunteer period is one day or less than a week; T-shirt must **purchase** from the Zoo Office.*

*Voluntary period is week; one T-shirt will be provided by the Department of National Zoological Gardens.*

*Voluntary period is more than a we; two will be provided.*

*(Additional T-shirts can purchase from the Zoo Office or Souvenir shop if required).*

#### **Address**

*Department of National Zoological Gardens,*

*Anagarika Dharmapala Mawatha,*

*Dehiwala,*

*Sri Lanka.*

*Tel:- 0094112712752/53*

*Fax: - 0094112734542*

*E-mail- [zoosl@slt.lk](mailto:zoosl@slt.lk)*



**Volunteer Programme - The Department of National Zoological Gardens**

**Application Form**

1. Name : .....

2. Sex : Male  Female

3. Date of Birth : Date Month Year

Paste your photograph here

4. Country : .....

5. Passport number/ Identity card number :

If Foreign National, Visa Details, validity

6. Your current Residential address:

Note: A post office box address is not acceptable as a residential address.

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7. Postal address

(If same as your residential address write "AS ABOVE")

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8. Your telephone numbers : .....

9. Fax number : .....

10. E-mail address : .....

11. Qualifications:

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12. Previous experiences of volunteer work

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13. Requesting programme : **Volunteer field Work**
- Volunteer Veterinary Assistant Work**

14. Select the requesting Institution:

- Colombo zoo**  **Pinnawala Elephant Orphanage**

15. Select the programme duration:

- 01 week -  01 month -   
02 weeks -  03 months -   
03 weeks -

16. Mention the requesting programme duration:

- **Colombo zoo**  
From..... To.....
- **Pinnawala Elephant Orphanage**  
From..... To.....

17. Any additional information/requirements:

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**18. In case of emergency,**

*Details of the immediate person who wish to contact*

*Full name:*  
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*Relationship to the volunteer:*.....

*Contact numbers:*.....

*Address:*.....  
.....

*E-mail address:*.....

**19.** *I do here by certify that the particulars furnish above are true & accurate to the best of my knowledge & agree to the Rules and the Regulations pertaining to the Department.*

*Signature:*.....

*Date :*.....

**20.** *This is to confirm that I, (.....) the [mother/father/ guardian] of ..... and that I will support my [son/daughter/ward] during [his/her] volunteer period. I give my consent to my son/daughter to enroll with volunteer field progamme / volunteer veterinary assistant programme in Dehiwala zoo / Pinnawala Elephant Orphanage.*

*Signature of Guardian:*.....

*Date :*.....