



# Volunteer Program

*The Department of National Zoological Gardens*



*Manual*  
*LOCAL*



## *Volunteer Programme for Locals*

### *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:**

*Detail 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 Locals**

*Application should forward through their respective University/ Higher Educational Institute or through the Guardian.*

- *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 request letter should provide at least 10 days prior to the intended starting date.  
(It will be taken 10 days to process your application).*
- *Uncompleted applications will not be proceed for the approval.*

**4). Fees for volunteer Programme**

**a). for Local volunteer**

<b>Programme</b>	<b>1 week (Rs.)</b>	<b>2 weeks (Rs.)</b>	<b>3 weeks (Rs.)</b>	<b>1 month (Rs.)</b>	<b>2 months (Rs.)</b>	<b>3 months (Rs.)</b>
<b>Field work programme</b>	3500/=	4500/=	5500/=	6500/=	7500/=	8000/=
<b>Veterinary assistant programme</b>	4000/=	5000/=	6000/=	7000/=	8500/=	9000/=

**Registration fee**

- *You have to pay a non – refundable fee of Rs.300.00 as registration fee.*
  - *Payment can be made on the date of registration.*
  - *Money can be paid 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.

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

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



*One Volunteer T-shirt and a cap will be provided by the Department of National Zoological Gardens*

*Voluntary period is more than a week, Two T-shirts 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](tel:0094112712752/53)*

*Fax: - 0094112734542*

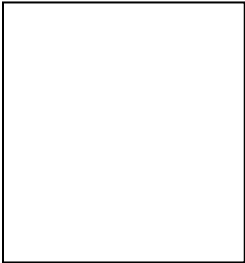
*E-mail- [zoosl@slt.lk](mailto:zoosl@slt.lk)*





Volunteer Programme - The Department of National Zoological Gardens

Application Form



Paste your photograph here

1. Name : .....

2. Sex : Male  Female

3. Date of Birth : Date Month Year

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:* .....

*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 programme / volunteer veterinary assistant programme in Dehiwala zoo / Pinnawala Elephant Orphanage.

*Signature of Guardian:* .....

*Date* : .....