

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



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 :.....