



INDEMNITY & UNDERTAKING

YOUR PERSONAL RESPONSIBILITY, EXCLUSION OF LIABILITY AND INDEMNITY

1. I accept full responsibility for my medical status and personal safety. I declare that I do not have any impairment or disability or condition that may put me at risk.
2. I agree to withdraw from being a volunteer tutor and/or reader if I am on medication, recovering from any sickness or injury or am generally feeling unwell. By participating as a volunteer tutor and/or reader, I will be responsible for any risk that may arise.
3. I accept that my voluntary participation as a volunteer tutor and/or reader carries a foreseeable risk of accidents, personal injuries, death and losses of any kind.
4. I accept that Harvest Care Centre and all appointed agents and volunteers are excluded from all liabilities for any accidents, loss of belongings, damages, personal injuries, death, or losses of any kind that may arise from or as a result of this event.
5. I agree to indemnify Harvest Care Centre and all appointed agents and volunteers, from any claims that may arise.

Signature of Applicant (Name as in NRIC/ Passport)

Date

PARENT / GUARDIAN CONSENT (WHERE PARTICIPANT IS UNDER 21 YEARS OLD)

I _____ (Full Name/ NRIC) _____ the Parent / Guardian of the Participant. I accept that participation in this event carries the risk of accidents, personal injuries, death and losses of any kind. I understand that Harvest Care Centre and all appointed agents and volunteers are excluded of all liability for any accidents, loss of belongings, damage, personal injuries, death, or losses of any kind that may arise. By allowing my child / ward to participate as a volunteer tutor and/or reader, I unconditionally accept the inherent risks and the exclusion of liability by Harvest Care Centre, and all appointed agents and volunteers. I agree to indemnify Harvest Care Centre and all appointed agents and volunteers in the event that any claim(s) arise.

Signature of Applicant (Name as in NRIC/ Passport)

Date

LETTER OF UNDERTAKING

I _____ (Full Name/ NRIC) _____ wish to volunteer my service in the En'Rich programme organized by Harvest Care Centre. I hereby attached my application forms, letter of indemnity and agree to undertake the following responsibilities.

1. My Role

1.1. As A Tutor

- 1.1.1. To reinforce what student(s) have learnt in school and strengthen their academic weakness(es).
- 1.1.2. To develop module, worksheets, test papers etc. with the Programme IC.
- 1.1.3. To generate student's progress report.

1.2. As A Reader

- 1.2.1. To help student(s) build strong literacy skills, gain confidence, and discover a passion for reading.

2. My Conduct

- 2.1. My teaching materials will be prepared one (01) week in advance of each class (when necessary).
- 2.2. I shall arrive at least 15 minutes before class.
- 2.3. I shall be properly attired and understand that singlets, spaghetti straps, tank tops, blouses with plunging neckline, shorts, bermudas, short skirts, clothing with inappropriate wording or slippers are strictly not allowed.
- 2.4. I shall refrain from using the mobile phone during lesson time. This is to prevent any disruption during teaching.
- 2.5. I shall not refer any student to any other educational program other than those run by HCC. Should any parent or student approach me for home tuition or other educational services, I shall not agree. This term is also applicable a year after the termination of my service.
- 2.6. I shall not collect any course fee or material fee directly from parents or students and shall refer all payments/ queries to the staff of Harvest Care Centre (HCC). Should I need to purchase any materials, I shall discuss with the Programme IC and ensure that HCC is agreeable before making the purchase. Upon so, I shall submit a claim and attached official receipts for reimbursement.
- 2.7. It is my personal responsibility to submit a set of duly completely timesheet and/or CIP form at the end of every lesson (if applicable).

3. Attendance

- 3.1. It is my duty to keep an accurate record of class attendance for every lesson and/or session. This serves as a record to monitor both the attendance of the tutor and/or reader and the students. I shall inform the Programme IC immediately should any students be absent from the class.
- 3.2. In the event of an emergency, I shall notify the Programme IC as soon as I can and submit a documentary proof for my absence within a week.



3.3. If I fail to attend lessons consecutively for 3 weeks without valid reasons, I will be removed from this volunteering opportunity.

3.4. I agree to conduct the class regardless of the number of students if HCC deems it appropriate to have the class started. HCC also reserves the right to split the class into smaller groups if the arrangement is beneficial to the students.

4. Involvement

4.1. Further to the regular tuition, the program includes non-academic workshops, excursions, and other activities (up to 3 hours per week over a period of 6 months). Attendance in these activities is necessary and valid reasons are to be submitted, in the event that I am unable to attend. In addition, I will attend any tutor meeting that is relevant to the program, training and/or an upcoming event preparation.

4.2. I will support recruitment effort to identify new tutors and students.

5. Termination

5.1. HCC reserves the right to terminate my service immediately if the reason is due to my failure as a tutor (e.g. tardiness, absenteeism without prior notice or without any valid reason, non-preparedness for the lessons, etc.).

5.2. If I wish to terminate my service, I will inform HCC in writing at least one month prior to my last date of service. Should I fail to do so, I shall forfeit my accumulated CIP hours for the previous month of service or honorarium (if there is any).

Signature of Applicant	Signature of Parent/ Guardian (where applicant is under 21 years old)	Date

APPLICATION FORM

A) APPLICANT'S PARTICULARS		
Full Name (as in NRIC/ Passport):	Nationality:	Gender: *Male/Female
NRIC/Passport Number:	Race:	Religion:
Date of Birth (DD/MM/YYYY):	Home Tel:	Mobile Tel (if any):
eMail Address:	Home Address:	
B) APPLICANT'S ACADEMIC BACKGROUND		
Name of School (Present):	Level/Stream (Present):	
Positions held/Co-Curricular Activity involvement:		
Interests/Hobbies:		
SUBJECTS EFFICIACY TO TUTOR		
Secondary (*subjected to availability of tutors) <input type="checkbox"/> English <input type="checkbox"/> Math <input type="checkbox"/> Literature <input type="checkbox"/> Chinese <input type="checkbox"/> A. Math <input type="checkbox"/> Geography <input type="checkbox"/> Science <input type="checkbox"/> History <input type="checkbox"/> Principle of Accounts <input type="checkbox"/> Others _____ (pls. specify)		Primary (*subjected to availability of tutors) <input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Higher Chinese <input type="checkbox"/> Math <input type="checkbox"/> Science
LANGUAGE EFFICIACY TO READER		
<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Others _____ (pls. specify)		
As part of holistic learning, are there any activities or workshops which you may be interested to coach? (You may tick more than one box) <input type="checkbox"/> Sports <input type="checkbox"/> Camps <input type="checkbox"/> Adventure <input type="checkbox"/> Tours <input type="checkbox"/> Boy-Girl Relationship Workshop <input type="checkbox"/> Life Skills Workshop <input type="checkbox"/> Others _____ (pls. specify)		