



# Namaste Community Foundation

Empowering the lives of underprivileged children and people of Nepal since 2003  
 Post Box: 173, Jarewar Lakeside, Pokhara. Ph: 00977-(0)61-462449/461679, [www.ncf-nepal.org](http://www.ncf-nepal.org)

These guidelines are set in place to assist all of us in most effectively serving our children. NCF's founding principles are based in the name itself- Namaste. By making a sincere effort to honour and respect the God that is living in all of us, we can strive to create a loving, creative, holistic and healthy environment for these special children whose lives we have been faithfully entrusted with. While we sometimes struggle with our communication and cultural differences, the points presented here are designed to bring a clear understanding of the goals and rules of operation here at NCF.

Your adjustment to Nepali culture will at times be challenging. When you arrive take a few days to observe how the house is run and determine areas where you feel you might be most helpful. Discuss possible tasks with Directors, House In-charge etc and other volunteers and we will help you to devise a plan of action. These are only general guidelines and you should know that life here at NCF is generally smooth and without tension.

## General Guidelines for Volunteers

### 1. Appropriate Clothing

For women volunteering at Namaste Community Foundation it is unacceptable to wear short skirts, short dresses, sleeveless tops, low cut tops, and clothes that expose the midriff. All volunteers should dress conservatively as this is in keeping with Nepali culture.

### 2. Restrictions on Drinking Alcohol, Smoking and Swearing

Drinking alcohol, smoking and swearing are prohibited within Namaste Community Foundation premises. We also ask that you do not smoke in the vicinity of the orphanage as you may be seen by the children and this presents an image we do not wish to encourage. You may not enter Namaste Community Foundation when affected by alcohol.

### 3. Staying Out Late

Please remember the doors are locked at night. If you are staying out late, you must inform the staff member of guest house so that arrangements can be made for your late return.

### 4. Overnight Guests

Volunteers are not allowed to invite personal guests to stay overnight at Guest House. If you have a particular request, please speak to the reception desk of guest house.

### 5. Curfew at the Orphanage

Volunteers are not allowed to stay at Namaste Community Foundation after 7:30 pm in summer and after 6:30 pm in winter (November – February). Variation to this policy occurs with special events at the children home.

### 6. Temporary Leave

If you intend to take leave, please ask at the Office for a leave form. We would like as much notice as possible: a week for longer periods and at least a day for a short period of leave. Filling out a leave form and post it to volunteer coordinator. This is necessary because you are regarded as a member of our family and we will worry if you are missing or unaccounted for.

### 7. Excursions outside Namaste Community Foundation

Volunteers are not permitted to take children outside the orphanage without asking a senior staff member first. If permission is given, a staff member must also accompany the group.



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## 8. Religion

Volunteers are not permitted to teach or encourage any particular religion at the orphanage or guest house.

## 10. Complaints

If a volunteer has a complaint about any aspect of his/her work at the orphanage, this should be discussed with a senior staff member. Please do not become involved in any staff-related issues or the management system at Namaste Community Foundation.

## 11. When talking about Namaste Community Foundation to other people:

Please make sure you have the correct information. This is available from our senior staff and on our website. You may also like to direct people there. The URL is: [www.orphanagenepal.org](http://www.orphanagenepal.org). Always present Namaste Community Foundation in a positive light.

## 12. Transfer your responsibility:

The first comer volunteers are requested to be a part of supervisor for others. He/She may guide the rest volunteers about socializing with cultural difference, shopping, way maps etc. He/She might help on providing different information regarding Namaste Children House. At the time of leaving NCF, he/she may transfer her responsibility to next one.

## 13. Writing Journal or filling feedback forms:

Please don't forget to write journal or fill the feedback form and submit a day before you leave the orphanage. We always welcome your suggestion and any drawbacks from you.

## 14. Strictly prohibited to give to use for children:

- a) Electrical equipments (Mobile, MP3, DVD, Camera, Radio, Laptops, etc)
- b) Showing movies, photo, documentary and other things other than in special time offered to you.
- c) Taking photos during homework hours, teaching other languages or lessons other than their course of study.
- d) Staying late (before it gets dark) in their room, sharing pictures without permission.
- e) Organizing miscellaneous programs to children without permission of senior staff member first.
- f) Staying in tuition time during children exam. It distracts their concentrations. Please know that the education system here in Nepal is totally different than yours.

Good luck and enjoy your time here.

I agree to the forgoing:

\_\_\_\_\_ (Sign)

Name: \_\_\_\_\_ Country: \_\_\_\_\_

Passport No: \_\_\_\_\_