

Hong Kong Community Volunteers Notes to Individual and Corporate Members

1. Admission Criteria

The membership of the Hong Kong Community Volunteers (“HKCV”) is open to individual and corporate volunteers who are in support of the mission and values of the Agency for Volunteer Service (“AVS”). To apply for membership, interested parties should fill in the "Hong Kong Community Volunteers Membership Application Form" or register via our online portal V-HK (<https://www.volunteering.org.hk>) with the submission of fees. Acceptance of the application is at AVS’ discretion.

Individual Member: HKID card holders aged 6 or above. Applicants below 15 shall obtain written consent from their parents or legal guardians. Membership is valid for 2 years at a fee of HK\$100. Senior citizens aged 65 or above and full-time students enjoy a 50% discount (HK\$50).

Corporate Member: Government/non-governmental organizations, corporations, professional or district bodies, and registered/non-registered volunteer groups may apply to become corporate members of HKCV. Membership is valid for 2 years at a fee of HK\$1,600. Government departments, recognized non-profit or charitable organizations, and their nominated volunteer groups, are eligible to join at a concessionary rate of HK\$500. (Please attach supporting documentations)

Non-permanent residents of HKSAR shall check with the Immigration Department (<https://www.immd.gov.hk>) their eligibility to carry out volunteering activities and if applicable, obtain the necessary permit.

2. Participation & Benefits

- 2.1 Priority sign-up to service opportunities referred via or organized by AVS, and other social and exchange activities
- 2.2 Enjoy special offers for different training programmes of AVS’ Hong Kong Institute of Volunteers and access to reference books and information at its resource corner
- 2.3 Enjoy special offers on AVS publications, and dining & shopping privileges from merchant sponsors (Please refer to the list of HKCV benefit https://www.avs.org.hk/eng/hkcv_promo)
- 2.4 All members are covered by the “Group Personal Accident Insurance” which provide up to HK\$200,000 for injuries or deaths during the course of volunteer service referred by AVS
- 2.5 Individual members who have completed at least 30 hours of services on average per year will be offered free auto-renewal of their membership
- 2.6 Members whose performance or accumulated number of hours of service meet the eligibility requirements may be nominated for commendation on the annual celebratory event of the International Volunteer Day (For details, please visit https://www.avs.org.hk/eng/hkcv_award)
- 2.7 Access to the V-HK membership portal(<https://www.volunteering.org.hk>) to manage own records on membership service, training and awards

3. Terms and Conditions of Referral Service

- 3.1 AVS’ recruitment of volunteers for any volunteer-involving Registered Organizations (“ROs”) should not be construed as AVS represents, endorses, or recommends any organizations or their services
- 3.2 AVS uses the information provided by members to match them with suitable service opportunities. Therefore, members must ensure that such information provided, including personal background, skills and experience, is true and correct. ROs may further evaluate the suitability of the members referred based on their actual service needs
- 3.3 Members engaging in services that may put them in contact with children (under 18 years old) or mentally incapacitated persons must declare whether he/she has any sexual offence conviction record. The handling of such declaration and other personal data of members will be in accordance with the "Personal Data (Privacy) Policy" of AVS

- 3.4 With respect to the referral service, AVS merely acts as a bridge between members and the ROs. Members do not represent or act on behalf of AVS in any way. The service format and details are subject to negotiation and mutual agreement between the ROs and members. ROs are responsible for the provision of clear guidelines and supervision of the volunteers' performance of service
- 3.5 In general, ROs have the responsibility to ensure that their services do not involve high-risk activities and that there are no reasonably foreseeable major risks in the service venues. Members must evaluate their own fitness and other factors/conditions before participating in any services and assess whether they can handle the job requirements. Members have the right to be given the full details of the service prior to participation which shall be at their own free will. For any enquiries, please contact AVS or the ROs concerned
- 3.6 Members shall indemnify AVS for and against any proceedings, claims, damages, loss or liability of any kind or nature brought by any third party against AVS arising out of or in connection with the members' breach of the terms and conditions set out in this Notes. These obligations do not lapse upon expiry or termination of the membership terms
- 3.7 Unless otherwise specified, AVS will not assume any legal liabilities arising from or related to the Volunteer Referral Service. Members shall not be entitled to claim any punitive, indirect or consequential losses (including loss of income/ profit) from AVS

4. Use of Membership Card

- 4.1 Upon successful registration of HKCV membership, membership card (one for individual and two for corporate members) and a copy of Members' Handbook will be issued
- 4.2 Members should take proper care of their membership cards, and always carry their membership cards when participating in volunteer services for identification purposes
- 4.3 In case of membership card loss, members should report to AVS immediately. A fee of HK\$20 will be charged for re-issuing the card

5. Terms and Conditions of Membership

- 5.1 Members undertake to actively participate in volunteer services, training courses, social gatherings/ sharing activities organized by AVS. Individual members and corporate members shall endeavour to complete on average per year at least 30 hours and 200 hours of services respectively, inclusive of self-organized volunteer services.
- 5.2 All new members are required to sign up for the "Volunteer Orientation Session" within 3 months from the start of their membership. The quota for Corporate Members is up to 5 volunteers per session. Corporate volunteer group of size of 30 or more is encouraged to make reservation for an exclusive orientation session at a venue arranged by the corporate members (Extra charges apply for extra sessions). For details please refer to the HKCV orientation schedule (https://www.avs.org.hk/eng/hkcv_app_detail)
- 5.3 Members shall endeavour to renew their memberships prior to expiry. Membership will be discontinued after a 6-month grace period and the years of service accumulated by Individual Members for the purpose of the Long Service Award will be cut off at the membership expiry date and be recounted from zero should the members re-join subsequently.
- 5.4 HKCV members should not hold themselves out to conduct any volunteer recruitment activity on behalf of AVS without authorization
- 5.5 Members shall comply with the terms and conditions set out in the HKCV Members' Handbook and other relevant code of practice when performing their services. AVS reserves the right to modify the content of the Members' Handbook and other guidelines as it sees fit.
- 5.6 AVS reserves the right to amend the membership fee from time to time.
- 5.7 For any comments and feedbacks, please contact our Volunteer Action Centre

6. Application Procedure

6.1 Apply via our online portal V-HK (<https://www.volunteering.org.hk>) or

6.2 Download application forms from AVS website (<https://www.avs.org.hk>) and return the completed form to below offices/centres

| AVS | Address | Tel | Email |
|-----------------------------------|--|-----------|----------------|
| Head Office | 602, Duke of Windsor Social Service Bldg, 15 Hennessy Road, Wan Chai, Hong Kong | 2527-3825 | avs@avs.org.hk |
| Volunteer Action Centre | 1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong | 2546-0694 | vac@avs.org.hk |
| Hong Kong Institute of Volunteers | D101 - 102, 1/F, Block D, 6 King Cho Road, Cho Yiu Centre, Cho Yiu Chuen, Kwai Chung, N.T. | 2865-2520 | iov@avs.org.hk |

7. Payment

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| a. Cheque | Crossed cheque made payable to “ <u>Agency for Volunteer Service</u> ” |
| b. Cash | Cash should be paid at the above offices/centres of AVS. Do not mail cash |
| c. Payment by Phone Service (PPS) | Choose code: 6484 , name: Agency for Volunteer Service and category: 01-HKCV Membership Fee . Input the applicant’s telephone number as the account number (Please refer to https://www.ppshk.com or PPS number : 18013 (Chi)/ 18011 (Eng)) |
| d. E-Banking | Choose Merchant Category: Learning or Training , name: Agency for Volunteer Service and 01-HKCV Membership Fee . Input applicant’s telephone number as the account number (Further details are listed at https://www.avs.org.hk/eng/hkcv_app_detail) |
| e. Bank Deposit | Direct deposit to “Agency for Volunteer Service” bank account at HSBC 002-478865-001 (Please return the bank-in-slip to the above offices/centres of AVS with applicant’s name and “ HKCV membership fee ” written at the back, and attach with the completed application form by post, fax or email) |
| f. Credit Card | Online payment https://www.buys.hk/avs/html/member-2020-checkout-en.html Or scan the QR code (Will transfer you to online donation platform provided by BUYS.hk) |
| g. Membership Promotion | Only available during specific promotion periods |



《Hong Kong Volunteer Charter》

- Website link: <https://www.avs.org.hk/eng/charter2>

* Should there be any discrepancies between the English version and the Chinese version, the Chinese version shall prevail