

Kadoorie Farm & Botanic Garden

Flora Conservation Volunteer Programme Introduction & Conditions

Date of Revision: 10 April, 2025

Requirements

- 1) Under Immigration Regulations, a person who volunteers in Hong Kong should possess a valid Hong Kong Identity Card or a Training Visa approved by the HK Immigration Department.
- 2) Applicants for volunteer positions must be at least 16 and under 65 years old.

****Document must be presented to the relevant staff for identity verification on the first day of volunteer work. Volunteers also need to sign an agreement to confirm that they have read, understood and would follow the conditions in the <<Flora Conservation Volunteer Programme Introduction & Conditions>>.**

Application Procedures & Recognition

- 1) Applicants should submit a completed Volunteer Application Form and an application letter. Applicants who do not provide comprehensive information may fail in the application.

* All personal particulars provided will be kept confidential and only used for the purposes of the "KFBG Flora Conservation Volunteer Programme".

- 2) The application will be passed to the staff who is responsible for the volunteer program once received.
- 3) Once the application is accepted, the applicant will receive a "Training Volunteer Confirmation Notice" by email, and be regarded as the training volunteer and get a volunteer number. Training volunteers can apply specific activities and accumulate service hours.
- 4) In the first 18 hours of volunteer service, staff will assess the performance of the training volunteer, and decide whether to accept him/her to be the registered volunteer. Once the training volunteer could not pass our assessment, she/he will receive a notification by email.

General Conditions:

- 1) Activity nature, contents and precautions of the volunteer activities will be listed in the activity announcements. Applicants should read and understand the announcement thoroughly. Our staff reserves the rights to terminate the volunteer services if their performance fails to meet our requirements.
- 2) Volunteers are only allowed to access specific activity areas and areas that are authorized by relevant staff.
- 3) Volunteers should prepare suitable outfit for the activity. In normal situation, drinking water, hat, towel, gloves, sun block, mosquito repellent, long sleeves shirt and trousers, sport shoes and raincoat are recommended. The staff can refuse the volunteer to join the activity if he/she does not dress properly.
- 4) Volunteers should use the safety equipment and tools provided for the activity.
- 5) Volunteers should follow instructions from staff, and all KFBG safety and operation protocols during the activity.
- 6) In ensuring the volunteer has the maximum protection, volunteers are recommended to take out appropriate insurance (e.g. personal accident insurance policy). Flora Conservation Volunteers

should be responsible for managing their own risk when performing duties.

- 7) Information of the volunteer activity will be announced regularly through emails. Volunteers should apply with volunteer number, name and other information requested. Volunteers who do not provide comprehensive information may fail in the application.
- 8) Volunteers who apply the activity successfully will receive confirmation emails on an assigned date. Otherwise, the application is assumed to be unsuccessful.
- 9) Volunteers are expected to attend the activity on time. If the volunteer cannot make it, please inform the staff through email or telephone at least one hour in advance.
- 10) Volunteers status may be terminated and removed from the volunteer list in the following circumstances:
 - i) Always late without acceptable reasons and advanced notification; or
 - ii) Absent without acceptable reasons and advanced notification; or
 - iii) Performance cannot meet our requirements; or
 - iv) Unable to accumulate 18 service hours within a year from the date we send you the "Training Volunteer Confirmation Notice"; or
 - v) Never join an activity within a year; or
 - vi) Volunteers contravene any conditions above.

*A "Termination Notice of Volunteer Status" will be sent to the volunteer who is removed from the volunteer list.

- 12) People who have been removed from the volunteer list should re-apply for it if they would like to be Flora Conservation Volunteer again.
- 13) Unless agreement is made in advance. Otherwise, our staff will not sign any documents for volunteers.

Lunch Arrangement

- 1) A free lunch will be arranged to training and registered volunteers who perform at least 4.5 service hours on the service day.
- 2) Lunch will not be arranged to training and registered volunteers who perform less than 4.5 service hours on the service day. Please bring your own lunch.
- 3) Volunteer training will not be regarded as volunteer work. Please bring your own lunch.
- 4) Lunch arrangement will depend on the actual situation. Our staff will inform affected volunteers in the first instant if change required.

Allowance

- 1) Allowance will be provided to training and registered volunteers in no more than HK\$100 on service day.
 - i) Volunteers who completed a whole day service will receive HK\$100;
 - ii) Volunteers who did not complete a whole day service, e.g. late for more than 15 minutes, join in the mid of the activity or leave earlier, will receive HK\$50.
- 2) The allowance would not be considered as salary.
- 3) The allowance will be distributed by staff at the end of the service. Volunteers should provide ID number and sign when receiving the allowance.

- 4) Volunteer training will not be considered as volunteer work. Allowance will not be provided to volunteer training.