



NAMKHAN
— PROJECT —

Green Tea Company S.L. Sakkaline road, house 34. Khilly village, Luang Prabang. Laos.
Location NamKhan Eco Farm. Ban Donkeo Village, Luang Prabang, Laos.

Volunteer Application and Agreement

Last Name _____ First Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Date of Birth _____ Volunteer/Intern Position Interest _____

Do you have any friends/family members who are employed or volunteer here? Yes No

Emergency Contact _____

Relationship _____ Phone _____ (home work cell)

Volunteer' starting date _____ Volunteer' ending date _____

Short description of training and skills relevant to the volunteer position (You can also attach a CV to your application, if you wish).

List your past experiences as a volunteer

Organization _____ Dates worked (mm/yy to mm/yy) _____

Duties _____

Organization _____ Dates worked (mm/yy to mm/yy) _____

Duties _____

Please provide two non-family referees (personal or professional) that we may contact via e-mail.

Name _____ E-mail _____

Phone _____ Address _____

Name _____ E-mail _____

Phone _____ Address _____



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Statement of intent

Please describe why you want to participate in the NamKhan Project. What will you bring to the program? What do you hope to gain from volunteering? What skills do you want to develop?

Please sign to confirm that you have completed this application form truthfully and that you fully accept the terms and conditions.

Signature _____

Date _____

**Please send this application to info@namkhanproject.com*

Welcome to the NamKhan Project

This document contains the terms and conditions attached to the volunteering programme as well as other useful information. Please read carefully. If you wish, you can contact us via email to **info@namkhanproject.com**, to be sent an electronic version.

Please read carefully

- The minimum stay time on the volunteer programme is 3 weeks; you can stay longer with negotiation, if space is available with a maximum stay time of six months. It is your responsibility to get any extension visas that may be required in Laos. We can offer help and advice if necessary.
- Volunteers are expected to respect the local laws and to conduct themselves in a way that complies the Lao standards set for behaviour.
- Volunteers are expected to co-exist with local people and other volunteers respecting cultural differences.
- Please keep the workspace and common areas clean and tidy.
- Please respect the timetables.
- Breakfast, lunch and dinner will be served at set times.
- Please make sure you wear proper clothing, shoes and gloves (we provide work gloves) during your activity.
- Please make sure you have medical insurance which will also covers any incidents abroad, and that you adhere to the conditions of your insurance.
- The project doesn't accept any liability or responsibility for any accidents you might have during your stay as a volunteer.
- Staff are able to offer help and advice in the case of an accident should you need medical assistance.
- Please be aware that the pharmacies in Luang Prabang do not carry a big variety of medication. If you need regular medication, please make sure you bring enough for your entire stay.

Meals

- We want you to enjoy and also discover and share different meals and culinary cultures and to this end it is very important to respect conducts, systems and traditions. The kitchen is a very important area, keep it clean and in order. If you have any special dietary requirements (vegan, vegetarian..) help our staff to understand and collaborate with them. Don't waste food and be hygienic.



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Times

- Working times are from 9am-12pm and 2pm-4pm, but they can be flexible by agreement. Please discuss your working hours with the coordinator in charge of your activity. Work times can be adjusted according to your personal schedule with negotiation.
- Breakfast is served at 8am, lunch at 12 noon, and dinner at 7pm. In the morning tea and coffee are available with the breakfast, for lunch and dinner there is water.
- Any other soft drinks, beer and wine can be brought in the farm or neighborhood.
- You will have every Sunday off, plus one additional day every three weeks. Please discuss the extra day with your coordinator.

Work/Activities

- The normal volunteer activity is working on our permaculture farm which can be anything from seeding to harvesting or vegetable processing, depending on the season, plus following certain other regular routines on the farm: such as take care of animals, organize the storage, clean common areas or help in the kitchen.
- Besides that, we always have a changing list of things which need to be done, such as building a dogsled, making signs, building a playground, going to the vets, coaching our staff... If there is anything you would like to do please talk to your coordinator.

Wi-Fi

- There is Wi-Fi available at the project land but please be aware that it is not the most stable line. For emails and surfing it is normally satisfactory, but for streaming content it can be problematic.

Pictures

- We would be grateful if you share the best photos you take during your time with us. If you are a good photographer we are happy to include some photography project during your time with us as a volunteer.
- When you post pictures in your blogs or social media profiles please mention the NamKhan project and please respect the privacy of other people on your pictures. If you are not sure please ask to the people permission before you post any pictures.

Laundry

- We provide towels, blankets and bed linen fresh when you arrive; these will be changed on weekly basis.
- There is one washing machine at the land. You can give your personal laundry to the kitchen staff once a week, the cost is 10.000 kip per kilo, processing takes 2-3 days.



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Ideas and suggestions

- If you have any idea or suggestions for any improvements in any area please share them with us. There will be a team meeting every morning where suggestions can be point forward.

Accommodation

- Please respect the privacy of the other volunteers.
- Please keep your room clean and tidy. Clean the bathroom and toilet after usage.
- Please put your garbage in the baskets in front of the house, they will be emptied regularly.
- Take care of your personal valuables, we do not accept any liability for theft or loss. You can also store valuables in our safe, in the downtown office.
- Please shut down fan and lights when you leave your room.

Transportation

- There is no regular transport available between the farm and town. If you need transport please arrange it beforehand or talks to the coordinator.

Motorbike and bicycle rental

- Motorbikes and bicycles are available to rent in Luang Prabang. You will need a driving license if you intend to rent a motorbike.

Events

- Occasionally we have a barbecue on the land together with the staff.

Useful information

- Luang Prabang Hospital | 071-254027
- Tourist information centre | 071-212 487
- Tourism Police | 071-252903
- Immigration office | 071-212453
- Airline ticket | 071-253334
- Post office | 071-212288