

上海纽约大学教育发展基金会制度

NYU Shanghai Education Development Foundation POLICY

名称: 志愿者管理制度

Title: Volunteer Management Policy

生效日期: 2020年10月9日

Effective Date: October 9, 2020

取代: 不适用

Supersedes: Not Applicable

发布授权人: 理事长

Issuing Authority: Chairman

负责人: 秘书长

Responsible Officer: Secretary

相关制度: 无

Related Policies: None

第一章 总则 Chapter 1 General Provisions

第一条 为规范上海纽约大学教育发展基金会（以下简称“基金会”）志愿者的服务工作，加强志愿者管理，保障志愿者和志愿服务对象的合法权益，根据《慈善法》、《志愿服务条例》等有关法律、法规，结合基金会的工作实际，制定志愿者管理制度（下称“本制度”）。

Article 1. In order to regulate the service work of the volunteers of NYU Shanghai Education Development Foundation (hereinafter referred to as the "Foundation"), strengthen the management of volunteers, and protect the legal rights and interests of volunteers and volunteer service receivers, according to the *Charity Law* and the *Volunteer Service Regulations* and other relevant laws and regulations, combined with the actual situation of the Foundation, the Foundation therefore formulates a Volunteer Management Policy (hereinafter referred to as "the Policy").

第二条 本制度所指的志愿者，是指不以获得报酬为目的，基于爱心和责任，利用自己的技能、知识、时间等资源，自愿参加基金会组织、开展的志愿活动的学生、老师等社会各界人士。

Article 2. The term “Volunteer” in this Policy refers to students, teachers and other people from all sectors of the society who voluntarily participate in volunteer activities organized and carried out by the Foundation based on caring and responsibility, using their own skills, knowledge, time and other resources without the intention of receiving payment.

第三条 基金会的秘书处负责组织、协调和管理志愿者工作，指定专人负责基金会志愿活动信息发布、志愿者招募和志愿者管理等工作。

Article 3. The Office of the Secretary is in charge of organizing, coordinating and managing the volunteer work, the Foundation designates staff to be responsible for the information publish of the Foundation’s volunteer activities, volunteer recruitment, and volunteer management.

第二章 志愿者的基本条件和招募

Chapter 2 Basic Requirements and Recruitment of Volunteers

第四条 志愿者应具备以下基本条件：

1. 理解并认同本基金会的宗旨，服从基金会的工作安排；
2. 具备与参加的志愿服务相适应的年龄、知识、技能和身体状况；
3. 未满十八岁的未成年人须经其法定监护人同意；
4. 自愿、无偿参与志愿活动。

Article 4. Volunteers shall meet the following conditions:

1. Understand and agree with the purpose of the Foundation and obey the work arrangements of the Foundation;
2. Possess age, knowledge, skills and physical condition suitable for participating in volunteer services;
3. Minors under the age of 18 must obtain consent of their legal guardians;
4. Participate in volunteer activities on a voluntary and free basis.

第五条 基金会根据公益项目的特点及需求发布志愿者招募信息，必要时与上海纽约大学相关部门共同确定合适的人选。

Article 5. The Foundation publishes volunteer recruitment information based on the characteristics and needs of public welfare projects, and when necessary, it will determine suitable candidates together with relevant departments of NYU Shanghai.

第二章 志愿者的权利和义务 Chapter 3 Rights and Obligations of Volunteers

第六条 志愿者享有以下权利：

1. 了解志愿活动的具体信息及基金会的相关情况；
2. 接受与志愿活动相关的培训；
3. 获得从事志愿活动的必需条件和必要保障；
4. 就志愿活动对基金会提出意见和建议；
5. 合理告知基金会后申请退出志愿活动；
6. 法律法规及本基金会章程规定的其他权利。

Article 6. Volunteers enjoy the following rights:

1. Understand the specific information of volunteer activities and related information of the Foundation;
2. Receive training related to volunteer activities;
3. Obtain necessary conditions and necessary guarantees for engaging in volunteer activities;
4. Express opinions and suggestions to the Foundation about volunteer activities;
5. Apply to withdraw from volunteer activities after reasonable notification to the Foundation;
6. Other rights stipulated by laws and regulations and the Articles of Association of the Foundation.

第七条 志愿者应尽以下义务：

1. 遵守国家法律法规及及基金会的各项规章制度；
2. 履行志愿活动承诺，服从基金会的统一管理和分配的合理任务；
3. 在志愿活动期间自觉维护基金会、志愿者的形象及活动声誉；
4. 维护志愿活动对象的合法权益，保护志愿活动对象的隐私；

5. 无偿进行志愿活动，不以志愿者的身份或志愿服务的名义从事任何以营利为目的或违背社会公德的活动；
6. 承担相关法律、法规及其他规章制度规定的其他义务。

Article 7. Volunteers shall fulfill the following obligations:

1. Comply with national laws and regulations and various rules and regulations of the Foundation;
2. Fulfill the promise of volunteer activities and obey the management and reasonable tasks assigned by the Foundation;
3. Consciously maintain the image and reputation of the Foundation and Volunteers during the volunteer activities;
4. Maintain the legitimate rights and interests of receivers of volunteer activities and protect their privacy;
5. Volunteer for free, not engage in any activities for profit or against social morality in the capacity of a Volunteer or in the name of volunteer service;
6. Undertake other obligations stipulated by relevant laws, regulations and other rules and regulations.

第三章 志愿者的管理

Chapter 4 Management of Volunteers

第八条 基金会根据具体情况安排志愿者的工作，并安排相应的培训。

Article 8. The Foundation assigns works to Volunteers and arranges corresponding training according to the specific situation.

第九条 基金会建立志愿者人才信息库，对志愿者进行统一调配管理。

Article 9. The Foundation establishes a Volunteer information database and conducts unified deployment and management of volunteers.

第十条 基金会可视情况向志愿者提供膳食、交通费用等补贴，为其购买必要保险。

Article 10. The Foundation may provide Volunteers with subsidies such as meals and transportation expenses as appropriate, and purchase necessary insurance for them.

第十一条 志愿者若违反相关规章制度，或给基金会造成声誉、经济损失的，基金会将视情况采取提醒、教育或取消其志愿者资格等措施。

Article 11. If a Volunteer violates relevant rules and regulations, or causes reputation or economic losses to the Foundation, the Foundation will take the measures such as reminding, educating or disqualifying the Volunteer as appropriate.

第十二条 志愿者在服务期间给基金会或服务对象造成损害，或触犯国家相关法律法规的，由志愿者本人承担相应的民事或刑事责任。

Article 12. Volunteers who cause damage to the Foundation or service receivers during their service, or violate relevant national laws and regulations, shall bear the corresponding civil or criminal liabilities.

第四章 附则

Chapter 5 Additional Provisions

第十三条 本制度以中英文两种语言书写。如中英文版本产生歧义，以中文版为准。

Article 13. This Policy is written in Chinese and English. In the event of a conflict between the two versions, the Chinese version shall prevail.

第十四条 本制度由基金会秘书处负责解释。

Article 14. This Policy shall be interpreted by the Foundation's Office of the Secretary.

第十五条 本制度自基金会理事会批准之日起生效并执行。

Article 15. This Policy shall come into effect upon approval by the Foundation's Board of Directors.