Regulations and Conditions for the Arevim Masa Year of Service Program

in partnership with the Israeli Volunteer Association (IVA)

Drawn up and signed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Between: Histadrut Chalutzit Olamit Hanoar Hatzioni**

**The Hosting and Coordinating organization – Masa organizer**

Registered NPO 580027555

whose address for the purposes of This Agreement is:

Hayamin 1, Ramat Efal.

(hereinafter: “**Hanoar Hatzioni**”)

**of the first part**;

**And: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Passport no. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

whose address for the purposes of this agreement is:

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(hereinafter: “**the Volunteer**”)

**of the second part**;

**a. Introduction**

Hanoar Hatzioni is a registered non-profit organization, which is authorized with Masa, a provider, to engage in hosting and coordinating voluntary services for young people from abroad for the program Arevim – CYJ Year of Service. These Regulations are an agreement between the Hanoar Hatzioni and the participants. The Regulations apply to each of the volunteers from the beginning of the period of service and until its completion.

These Regulations are a binding part of the agreement. **Any violation of these rules may result in expulsion from the program**. Any disputes arising from this agreement are under the exclusive jurisdiction of the courts of the state of Israel.

**b. Definitions**

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| Th “**The Placement**” – | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is the volunteering space that shall host the volunteers during their ‘Year of Service’. |
|  “**The Volunteer**” – |  A The Participant from abroad who volunteers for a ‘Year of Service’ in Israel. This ‘Year of Service’ operates within the framework of the IVA (Israeli Volunteer Association) and is directed by Hanoar Hatzioni.  |
|  “**Year of Service**” – | 10 A 10 Month program that commences in the beginning of September until June the following year.  T The program will generally begin in September and end in June of a calendar year, unless otherwise specified in relation to a particular Volunteer. |
| “**I “IVA**” – | Th The Israeli Volunteer Association. An organization in Israel, specialized in the field of volunteering. |

**c. General**

The Israeli Volunteer Association (IVA) distributes volunteers throughout Israel and abroad. The Function of the IVA is to assign volunteers to a Placement and assist them with their personal needs, as agreed in the application and screening process. Solely the Placement institution bears responsibility for the Volunteers’ safety during their activities at the site.

The Volunteer Association shall appoint a field coordinator who shall be responsible for a group of volunteers (hereinafter – “**the Coordinator**”).

The Coordinator or proxy coordinator is a representative of the Israeli Volunteer Association and is responsible on its behalf for handling everything relating to the actual performance of volunteering, including the volunteers’ relations with the Placement.

The Coordinator shall serve as the contact between each of the volunteers in their group and the Israeli Volunteer Association.

Within the scope of its role, Hanoar Hatzioni is responsible for the cultural-social enrichment activities for the volunteers during the period of the program in Israel.

**d. Terms and Conditions of the Program**

1. The Volunteer undertakes to volunteer for 10 months from the 10st of September 2022 until the 30th of June 2023.

2. The volunteering shall be located in the city of Tel Aviv at the Placement \_\_\_\_\_\_\_\_\_

3. The Volunteer acknowledges and agrees that a precondition to beginning his/her volunteering is the receipt of a suitable visa pursuant to the requirements of the Israeli law. The volunteer shall carry out all necessary measures as instructed by Masa and/or the Hanoar Hatzioni for receiving a suitable visa, as stated throughout the entire Arevim CYJ Year of Service program, including everything required for the purpose of extending a visa or appealing non-receipt of a visa. Funding of the payments required to obtain the visa shall apply to the Volunteer. In case the Volunteer shall not receive the suitable visa, or if an issued visa is revoked or not renewed, his/her volunteering shall be terminated, and none of the parties to this Agreement shall have any allegation and/or demand and/or claim against the other as a result.

4. The Volunteer undertakes to comply with all requirements of Israeli law. It is therefore agreed that in any instance, where the Volunteer commits a violation of any provision of law, the Volunteer shall be solely liable for any direct and/or indirect consequence of his/her action or omission, and he/she shall not have any direct or indirect allegation and/or claim and/or demand against the IVA, Hanoar Hatzioni, Canadian Young Judea (CYJ) and/or against the Placement.

5. Work hours will be 32 hours per week, 4 days a week.

6. Every volunteer is responsible for completing the monthly attendance sheet provided by the IVA, obtaining the signature of his/her direct supervisor and for delivering a signed copy to the Coordinator immediately at the beginning of the following month.

7. The Volunteer’s absence due to illness for a cumulative period of up to 30 days per year, subject to the submission of suitable medical confirmations, shall not be deemed unauthorized absence from service. If the Volunteer shall be absent for a cumulative period exceeding 30 calendar days due to an illness, this absence is subject to special authorization by the Placement, Hanoar Hatzioni and the IVA alike. Insofar as such authorization is received, the Volunteer shall be entitled to a subsistence allowance at the rates and on the dates as shall be agreed upon by the IVA.

8. By signing this Agreement, the Volunteer agrees and allows the IVA and Hanoar Hatzioni alike to furnish all of his/her personal particulars, including: details of his/her identity any other detail pertaining to his/her volunteer service, to the authorized institutions in conformity with and subject to the requirements of the law.

9. By signing this Agreement, the Volunteer agrees and permits Hanoar Hatzioni to furnish information to the Volunteer’s parents or to his/her guardian relating to the Volunteer and his/her volunteering, at the request of his/her parents or any of them or by anyone on their behalf or at Hanoar Hatzioni’s discretion.

10. By signing this Agreement, the Volunteer undertakes to fulfill all of the undertakings that he/she took upon himself/herself in this Agreement. The Volunteer acknowledges and agrees that a failure to fulfill the said undertakings or any thereof is liable to cause the Volunteer’s service and Arevim program to be terminated, at the Hanoar Hatzioni’s discretion.

11. Apart from the obligations expressly imposed on Hanoar Hatzioni in this Agreement, no further obligation whatsoever is imposed on Hanoar Hatzioni towards the Volunteer, and the Volunteer shall not have any demand and/or allegation against the Hanoar Hatzioni and/or IVA in relation thereto.

**e. Vacations**

1. Vacations shall be coordinated with the manager of the Placement in consideration of the holiday schedule and after authorization of the IVA Coordinator. No vacation is allowed during the seminars and educational days.

2. The Volunteer is entitled to 20 vacation days during the program. However, 12 days will be allocated for educational seminars and activities. The remaining 8 vacation days shall be decided after advance coordination between the Placement and the Volunteer, considering the vacation schedule at the Placement of the volunteer and the institution’s needs.

3. Furthermore and without derogating from those stated above, in case of emergency or exceptional circumstances (such as: a family occasion of a close relative from first degree), the Volunteer shall be able to take a special vacation and fly back to his country. Upon the occurrence of such an event, Hanoar Hatzioni will view the circumstances and verify if it follows the conditions for granting a special vacation.

4. During the Year of Service, the Volunteer shall also be entitled to vacations according to the holiday schedule of Hanoar Hatzioni. The said vacation schedule shall include the dates defined as “days of rest” in conformity with the provisions of section 18A of the Law and Administration Ordinance, *5708* – 1948.

5. The volunteer is entitled to receive one extra day off for the Sylvester (31st of December or 1st of January)

**f. Dress code**

1. As a rule, volunteers of the Israeli Volunteer Association must report for service and for Hanoar Hatzioni’s activities wearing appropriate attire that dignifies their standing, similarly to the dress code applying to the public sector in the State of Israel.

**g. The Placement Principles**

1. The Israeli Volunteer Association shall place a volunteer in a particular role, subject to the volunteer’s prior consent and while considering the placement institution’s needs and requirements as presented to it.
2. The Volunteer shall follow the instructions and guidance of the supervisor on behalf of the Placement, who shall be appointed by the Placement to accompany the Volunteers at the Placement and shall exercise judgment according to the directives in order to safeguard the Volunteer’s safety and personal wellbeing.
3. The Placement may employ the participant solely in volunteer roles. The Volunteer shall assist the Placement’s employees according to the needs of the place but shall not replace them, neither temporarily nor permanently.
4. Insofar as the Placement shall not fulfill any of the preconditions referred to in this clause, the IVA shall be allowed to terminate the agreement with the Placement, in whole or in part, and to terminate the volunteering at the Placement. If the volunteering is terminated as stated, the IVA shall exert its best efforts to locate an alternative place of volunteering in Israel for the Volunteer so that he/she can complete his/her program.
5. It is agreed between the parties that employment relations do not and shall not exist between the IVA and the Volunteer, and the IVA and/or Hanoar Hatzioni are not and shall not be required to pay any payment to the Volunteer, apart from the payments that the IVA expressly undertook pursuant to the provisions of this Agreement.

**h. The duration of the Arevim CYJ - Year of service in Israel**

The volunteering service begins September 10 2022 and ends June 30 2023. The agreement ends upon expiration of the above-mentioned dates. The volunteer is expected to arrive in Israel September 10 2022.

Termination:

1. In case of difficulties, the partners will try to find a suitable solution.
2. The volunteering service and agreement may be terminated with a prior notice of four weeks. Terminations must be submitted in writing. Hanoar Hatzioni and IVA should consent.
3. The volunteering service and agreement may be terminated without notice by the IVA and/or Hanoar Hatzioni in case of negligence or deliberate misconduct of the volunteer. A written warning must be presented and sent to the volunteer and parents.
4. The Volunteer can cancel the volunteering service and this agreement without prior notice if it is for compelling and unusual events. In order to do so, the volunteers must inform Hanoar Hatzioni, the IVA and the Placement.

**i. The Volunteer’s Obligations**

1. The volunteer undertakes to fulfill the role assigned by the Israeli Volunteer Association according to the hours of activity and the professional requirements defined for him/her by his/her direct supervisor at the place of service.

2. The volunteer undertakes to be diligent in the fulfillment of his/her roles and in the performance of the tasks as shall be assigned to him/her from time to time and to not be absent from service without advance notice and authorization from his/her direct supervisor and the IVA coordinator. Any unauthorized absence from the place of service shall be deemed a disciplinary violation by the volunteer.

3. The volunteer undertakes to fulfill his/her role as stated with seriousness, with responsibility and with dedication, and to exert his/her best efforts to successfully carry out his/her role.

4. To maintain strict confidentiality in relation to all matters pertaining to his/her role and to information that comes into his/her possession, whether directly or indirectly, relating to his/her role and/or relating to his/her being a volunteer. Without derogating from the general purport of his/her said obligation, the volunteer must not disclose or forward information in any way whatsoever to any person, neither during the period of service nor after completing it.

5. The volunteer is aware that he/she cannot work during the period of the program. Any kind of employment, training or any other publicly or privately financed activities in Israel without express authorization from Hanoar Hatzioni is forbidden.

6. The volunteer acknowledges that he/she is prohibited from volunteering for any research study in the place of service without express authorization from the Coordinator and without signing the procedure for volunteering for research studies.

7. The volunteer acknowledges that he/she should not take part in any kind of political activism in Israel. Participation in demonstrations are forbidden.

8. Activities, seminar days and continuing education courses organized by Hanoar Hatzioni are an integral part of the program and participation therein is one of the volunteer’s obligations. No vacation is allowed during the seminars and educational days.

9. The volunteer is also obligated to participate in continuing education activities and seminar days organized by the Placement institution.

10. The volunteer must observe the accommodation’s rules of the IVA (e.g. reasonable noise volume in the apartment, respecting both the fellow participants and neighbors) and sign the apartment’s agreement. A deposit of 100 NIS for the apartment will be taken from the volunteer at the beginning of the program in Israel. At the end of the program, before departure, the volunteer shall receive back the deposit from the coordinator, after fulfilling the following:

a) Returning all personal equipment received by the IVA (such as blankets, bankcard, keys etc.)

b) Leaving the apartment clean and undamaged.

In case of missing or damaged equipment, the IVA will dedicate from the deposit the needed amount for replacing the item and will give back the volunteer the rest of the money. In case the volunteer is leaving the apartment not clean or damaged the IVA will deduct the full deposit from the volunteer.

11. The volunteer commits to leave the apartment of the IVA at the end of the service and clear out all his/her belongings. The IVA or Hanoar Hatzioni will not be responsible for any belongings that the volunteer leaves after his/her departure.

12. The volunteer undertakes to respect the rights and property of all participants regardless of their background, beliefs and values. The apartment is a shared space and should be treated as such.

13. For the duration of the program, the volunteer must maintain in the apartment and outside an atmosphere that is free from threats, acts of violence, bullying, abuse and intimidation.

14. The volunteer acknowledges that he/she is prohibited from using illegal substances (including illegal drugs), and any person found to be in violation of this prohibition will be removed from the program.

15. The volunteer is aware that being disrespectful (verbally or physically), either to other participants or Hanoar Hatzioni and IVA staff, may result in dismissal from the program.

16. The volunteer must deliver all the documents and details required by Hanoar Hatzioni that are specified **as an essential precondition to his/her arrival in Israel**. The volunteer has to bear all expenses.

* Declaration of health form about medical fitness. The Volunteer shall deliver a full medical report about himself/herself to Hanoar Hatzioni prior to beginning his/her program and throughout his/her service, including a waiver of medical confidentiality for the purpose of clarifying the state of his/her health relating to his/her physical and mental ability to serve as aforesaid.
* Police certificate of no criminal record in English.
* Photocopy of the passport.
* Vaccination document.
* All forms and documents requested by Hanoar Hatzioni, IVA or Masa.

17. The volunteer undertakes to buy the flight ticket to and from Israel. The volunteer has to bear all expenses.

18. The volunteer acknowledges that he/she is in charge to take care of administration related to masa requirements.

**j. The volunteer’s rights**

1. The Volunteer will receive food money during the period of service at the sum of 900 NIS per month.

2. The Volunteer is entitled to receive payment in respect of transportation to the place of service. The rates of the reimbursement and the terms and dates of the payment shall be determined by the IVA from time to time and, in any case, only actual transportation expenses shall be paid, at the public transportation rates approved by the Israeli Volunteer Association.

3. The Volunteer shall receive local medical insurance for foreigners in Israel. The volunteer should be aware that the insurance policy coverage is only for Israel territory (not including Gaza or the West Bank). The medical coverage applies from the program starting date until the program ending date. The coverage of the insurance is according to the regulations of the “Harel” insurance company.

4. The Volunteer shall be housed in a residential apartment together with other volunteers in the place designated for their use by the IVA. Two till three volunteers will share a bedroom. The Volunteer undertakes to maintain the apartment, inclusive of all equipment therein, and to comply with the compulsory code of conduct, all in conformity with the IVA’s Regulations. The apartment in which the Volunteer shall be housed will contain basic furniture and an internet wifi.

5. The Volunteer receives pedagogical support and guidance. The IVA and Hanoar Hatzioni will support the volunteers throughout the program in and out of the apartment and Placement. Hanoar Hatzioni will support the Volunteer in his/her personal development and provide counselling support during conflict or in case of difficulties. The IVA will designate a contact person (field coordinator) for the volunteer that keeps contact and takes care of the volunteer throughout the whole program.

6. The Volunteer will receive informal Hebrew lessons throughout the year of service in Israel.

7. The Volunteer will have activities, workshops, seminar days and continuing education courses organized by Hanoar Hatzioni and CYJ.

8. The Volunteer should receive a description of activities and tasks prior to the arrival in Israel.

**k. Conditions for the payment of pocket money and sums deducted from pocket money**

1. Any volunteer who loses his pocket money, monthly bus pass, etc., shall not be entitled to receive reimbursement.

2. The Payment of monthly food money allowance shall be paid to the Volunteer in cash or by cheque no later than the 25th calendar day of each month in respect of that month.

4. The IVA shall reimburse the Volunteer’s transportation expenses to and from his/her apartment and the place of volunteering, as they shall actually be (only if the place of volunteering is not at a walking distance from the apartment).

 **l. Health**

1. The Volunteer undertakes to send the declaration of health in advance to Hanoar Hatzioni, signed by the treating physician and the volunteer. This document should certify that the volunteer is healthy and does not suffer from any kind of medical restriction that could impair the volunteer’s ability to perform any task assigned to him/her within the framework of the service. The volunteer further declares that he/she does not suffer from any contagious illnesses.

2. Insofar as the Volunteer has any medical restrictions, the Volunteer is required to provide the full and precise details about the state of his/her physical and mental health in the declaration form. It is hereby clarified and emphasized that Hanoar Hatzioni is allowed to not accept a volunteer for the program, for health reasons, insofar as there is a concern that the period of service or a portion thereof is liable to be damaging to the volunteer’s health, or to the health of others, or might require resources and measures from Hanoar Hatzioni that it cannot provide in order to enable such volunteering.

3. The Volunteer must sign a waiver of medical confidentiality form vis-à-vis Hanoar Hatzioni, which enables it or any party on its behalf to receive any medical information about the volunteer, prior to starting the program and during it.

4. The Volunteer is obligated to inform the Coordinator about any illness as soon as possible and to issue a health certificate signed by a physician.

5. It is emphasized that a Volunteer is entitled to payment of food money for sick days for a cumulative period of up to 30 days only. No allowance money shall be paid to a Volunteer in respect of sick days in excess of the said period, for any reason whatsoever.

**m. Travel and Transportation**

1. The volunteer is allowed to travel outside of the country during the program only with the permission of Hanoar Hatzioni and after the volunteer and his/her parents sing a detachment of responsibility letter. Hanoar Hatzioni is not responsible for the volunteer during this time. This includes the West Bank and Gaza and any territories outside of Israel.

2. Hanoar Hatzioni takes no responsibility or liability for any damages or personal injury incurred during the volunteer stay outside of Israeli territory.

3. “Hitchhiking” is absolutely prohibited.

4. The use of a rented car will be allowed only with the knowledge of the Coordinator. The volunteer may only rent a car through car rental companies that are registered and recognized in Israel and have a valid driving license. The Volunteer shall not drive a vehicle during the Year of Service within the framework of his/her role or in relation thereto, unless the following conditions have been cumulatively fulfilled:

* The Volunteer holds a recognized and valid driver’s license in Israel.
* The Volunteer verified that he/she has all insurance policies required by law in Israel in order to enable him/her to drive a vehicle, and that he/she fulfills all conditions specified therein, including the age of the driver.
* In no instance shall the Volunteer transport students and/or pupils and/or passengers for pay in a vehicle at any distance and for any purpose.
* The Volunteer shall be solely liable for any damage and/or loss and/or payment that might be caused as a direct or indirect consequence of his/her driving as stated.

5. The volunteer may not drive a vehicle for which he/she is not insured.

**n. Payment of the program’s fee**

1. The volunteer should pay the participation fee.

• 13,000 USD

\*Before Masa grant/scholarship if eligible.

2. All Masa Israel participants are eligible to apply for grants and need-based scholarships. The grant/scholarship will be deducted from the total cost of the program. If the Masa determined that participant is not eligible for the grant, he/she undertakes the full participation fee of the program.

3. The payment of the participation fee is due in August at the latest a week before arrival to Israel. The sender's bank should not deduct their charges directly from the amount being transferred.

4. An Application Fee (50 USD) will be taken from the volunteer from Masa. This fee **is refundable** only after the participant finishes the program in its totality.

5. Terms of payments:

* Application Fee: $50 Refundable – upon registration with Masa Israel until August 2022: Remaining balance of the program fees (amount after Masa grant/scholarship approval - if eligible)
* Cancellation Fees: All MASA program payments are fully refundable prior to August 15. Between August 16 and August 31, a $1000 cancellation fee will apply.

**Participation fees are non-refundable once the program has begun.**

1. A **Deposit** of **$300 USD** will be made before **15/04/2022** for participants to secure a place in the program. This payment will go towards the overall remaining cost of the program.