



Games, snacks & fun English conversation!



Share your Canadian culture with students from around the world!



Join the International Conversation Club!



## ENGLISH LANGUAGE CENTRE @UVIC

## VOLUNTEER APPLICATION FORM

### International Conversation Club

#### **What is the International Conversation Club (ICC)?**

The International Conversation Club (ICC) is a weekly event for UVic students to volunteer with English as an Additional Language (EAL) students. The ICC facilitates English conversation and the sharing of culture. This benefits EAL students with their transition to living in Canada. Through conversation, volunteers and EAL students can explore diversity and foster an inclusive environment at UVic. Activities include conversation and interactive workshops along with themed snacks and beverages. All participants benefit from this friendly cultural and language exchange.

#### **How to apply:**

Applicants must be at least 18 years old, conversant in English and have a valid email address/phone number. Please submit this application via email to [ELCActivitiesAdmin@uvic.ca](mailto:ELCActivitiesAdmin@uvic.ca) or bring it with you to the first ICC event.

#### **ICC Details:**

Events are on Wednesdays, 5pm-7pm in the Atrium of the Continuing Studies Building at the University of Victoria. A monthly email will be sent to all applicants confirming the dates the program is running. You may attend one or all sessions.

#### **Points to Remember:**

Our students come from many different countries and expect to join in activities to learn English. As such, this is not a dating service. The English Language Centre reserves the right to deny volunteers from participating in this program. Please also note that any hours volunteered with this program are applicable towards a Co-Curricular Record. Please email [ELCActivitiesAdmin@uvic.ca](mailto:ELCActivitiesAdmin@uvic.ca) for more information or if you would like to apply.

#### **Please Provide the Following Information:**

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>V# (if applicable):</b>	

## **Freedom of Information Guidelines**

The English Language Centre at the University of Victoria collects personal information pursuant to Part 3, Section 26 (c) of the BC Freedom of Information and Protection of Privacy Act (FOIPPA). This act allows us to collect personal information "directly related to and necessary for an operating program or activity of the university".

The information you provide is used for the purposes of applying to the International Conversation Club. Please email any questions you may have to: [ELCActivitiesAdmin@uvic.ca](mailto:ELCActivitiesAdmin@uvic.ca).

## **Conduct**

At the English Language Centre we value our dedicated volunteers and have put together these guidelines to ensure the smooth running of our programs. As a volunteer, you are subject to a code of conduct, similar to that which binds a professional. Like them, you are expected to be accountable for the following:

### **Boundaries:**

- Please understand that your relationship with students is of a supportive nature and socializing with them outside of your volunteer duties should be conducted in a public place, in groups, or family gatherings. If you are unsure about a situation, err on the side of caution. The volunteer relationship with students is different from a friendship or family relationship and the focus remains on protecting the student.
- Do not become involved in business or personal relationships with the students.
- Do not use your relationship with the students for personal advantage or benefit.
- Do not drive students in your car anywhere. In addition to leaving yourself liable for accidents and accusations, you are also creating liability for the University of Victoria.

### **Please notify the coordinator, assistant, or teacher immediately:**

- If the student wants to discuss homestay issues or personal problems of any kind, we have many resources on campus available such as Counseling and Homestay services. If you ever feel uncertain or uncomfortable with a student request, do not hesitate to inform the coordinator, assistant or teacher and we will intervene politely.

### **Service at the Discretion of the English Language Centre:**

- The ELC welcomes the service of all volunteers with the understanding that such service follows this code of conduct. Volunteers agree that the ELC may review and decide to end the volunteer's relationship with the ELC.

**Please write/type your name and date to acknowledge that you have read, understand, and agree to be bound by this code of conduct.**

Name:		Date:	
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