



海外中国教育基金会

Overseas China Education Foundation

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Guidelines for OCEF Volunteers

(Amended on November 13, 2003)

1. Approve of the ideals, tenets, principles and ways of operation of OCEF.
2. Follow OCEF regulations and disciplines for volunteers, including requirements/procedures that are specific to individual volunteer groups. Volunteers who are at the same time OCEF members or other types of OCEF associates must also obey OCEF bylaws and regulations for members and/or associates.
3. OCEF emphasizes teamwork. Volunteers in a team/group should respect each other and cooperate. Please respect decisions of your group chair and complete work assigned to you on time and with high quality.
4. Volunteers should not engage in activities that are against the ideals, tenets, or basic principles of OCEF, or in activities that may damage OCEF's reputation or hurt the interest of OCEF.
5. Abide by the laws of the country where you reside. Do not engage in illegal activities in the name of OCEF. Do not engage in political or religious activities in the name of OCEF.
6. The following activities are prohibited unless special authorization has been obtained from OCEF beforehand:
 - (1) Commercial activities in the name of OCEF or any activities aimed at making profits for personal gains;
 - (2) Accepting invitations or interviews from media or government;
 - (3) Making public announcements in the name of OCEF;
 - (4) Personally accepting/handling donations made to OCEF;
 - (5) Public portrayal of oneself as representing OCEF;
 - (6) Materials/information obtained while working for OCEF should not be used in activities unrelated to OCEF.
7. Unless authorized, volunteers should not disclose any information acquired while working for OCEF, including other volunteers' personal information.
8. OCEF is authorized to disclose a volunteer's personal information and contact information when necessary.
9. Observe the financial regulations of OCEF. While working for OCEF, the volunteer is expected to cover all expenses incurred, except expenses that OCEF has agreed beforehand to reimburse. The volunteer should assume full responsibility for any accidents or disputes that take place during his/her volunteering work.
10. Give your comments or suggestions to personnel in charge of various OCEF activities, such as chairs of volunteer groups. Should disagreements or disputes arise, please keep in mind the big picture and OCEF's broad interest.
11. If for any reason you cannot carry out work assigned to you, please notify the personnel in charge in advance. Please transfer relevant materials/information to the volunteer(s) who will take over the assignment. Prompt transfer of work-related materials/information is also required when OCEF decides that there is a need to take a volunteer off an assignment.
12. OCEF has the right to terminate a volunteer's status when necessary. Former volunteers of OCEF should keep information acquired while working for OCEF confidential, and should not release such information to any third party.