

# 天津茱莉亚学院教育发展基金会志愿者管理制度

（第一届理事会第五次会议通过）

## Tianjin Juilliard Education Development Foundation Volunteer Management Policy

(Approved on the 5<sup>th</sup> meeting of the 1<sup>st</sup> Board of the TJS Foundation)

### 第一章 总则 Section I General Provisions

- 第一条

为规范天津茱莉亚学院教育发展基金会（以下简称“**本基金会**”）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《中华人民共和国慈善法》（主席令第四十三号）、《基金会管理条例》、《志愿服务条例》等规定和本基金会章程，结合实际，制定《天津茱莉亚学院教育发展基金会志愿者管理制度》（以下简称“**本制度**”）。
- Article 1

In order to regulate and standardize the service work of the volunteers of Tianjin Juilliard Education Development Foundation (hereinafter referred to as the “**TJS Foundation**”), strengthen the management of volunteers, and protect the legal rights and interests of volunteers and voluntary service objects, TJS Foundation therefore formulates the Volunteer Management Policy (hereinafter referred to as this “**Policy**”) in accordance with the *Charity Law of the People’s Republic of China*, the *Regulations on Foundation Administration*, the *Regulations on Voluntary Services* and other relevant laws and regulations, as well as the Articles of Association of TJS Foundation, in the light of actual conditions.
- 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、信念和责任，利用自己的技能、知识、时间等资源，自愿参加本基金会组织、开展的各项志愿活动，无偿为各项活动提供服务和帮助的学生、老师等社会各界人士。
- Article 2

“Volunteers” mentioned in this Policy refers to students, teachers and other people from all social sectors, who, based on caring, belief and responsibility and without having a purpose of receiving remuneration, voluntarily participate in various volunteer activities organized and carried out by TJS Foundation using their own skills, knowledge, time and other resources.
- 第三条

本基金会将对志愿者实名登记，记录志愿者的服务时间、内容、评价等信息。志愿者需参加一个服务队，方可有组织地从事志愿服务。
- Article 3

TJS Foundation registers volunteers with their real names and records information including voluntary service time, content and evaluation, etc. Volunteers need to join a service team then to engage in the voluntary services in an organized manner.
- 第四条

本基金会的秘书处负责组织、协调和管理志愿者工作，指定专人负责本基金会志愿活动的信息发布、志愿者招募和志愿者管理等工作。
- Article 4

The office of the Secretary of TJS Foundation is in charge of organizing, coordinating and managing the work of volunteers, TJS Foundation designates staff to be specifically responsible for works

including publishing information of voluntary activities, volunteer recruitment and volunteer management, of TJS Foundation.

## 第二章 志愿者的基本条件和招募

### Section II Basic Requirements and Recruitment of Volunteers

**第五条** 志愿者应具备以下基本条件：

- (一) 年满十八周岁以上，且有稳定生活来源、身体健康；
- (二) 十四至十八岁周岁者须经其法定监护人同意；
- (三) 具备与参加的志愿服务相适应的时间、知识、技能和身体素质；
- (四) 遵守国家各项法律、法规和规章制度；
- (五) 具有良好的思想道德品质和社会奉献精神；
- (六) 具有一定的文化素养和实践能力，理解并认同本基金会的宗旨，服从本基金会的工作安排；
- (七) 自愿、无偿参与志愿活动。

**Article 5** Volunteers shall meet the following basic requirements and conditions:

- 1. The age of volunteer is above 18, who has a stable source of living and in good health;
- 2. Minors between the age of 14 and 18 must obtain consent of their legal guardians;
- 3. Possess the age, knowledge, skills and physical fitness appropriate for participating in voluntary services;
- 4. Comply with the national laws, regulations and rules;
- 5. Have good ideological and moral character and social dedication;
- 6. Have sufficient cultural literacy and practical ability, understand and agree with the purpose of TJS Foundation, and obey the work arrangements of TJS Foundation;
- 7. Participate in voluntary activities on a voluntary and non-reimbursable basis.

**第六条** 向志愿者分配工作任务，应依据志愿者的特长和尊重本人的意愿。

**Article 6** Assignments to volunteers shall be based on the volunteers' strengths and respect for their wishes.

**第七条** 确定志愿项目，应坚持“贴近受助对象，讲求服务实效”的原则。

**Article 7** It shall adhere to the principle of "being close to the recipients and stressing the effectiveness of service" when determining volunteer projects.

**第八条** 任何有志于成为本基金会的志愿者个人，都可提出书面申请。

**Article 8** Any individual who is interested in becoming a volunteer of TJS Foundation may submit a written application.

**第九条** 志愿者的申报和审批程序：

- (一) 本人申请填表；
- (二) 本基金会秘书处审查；
- (三) 履行入队仪式并宣读承诺书。

**Article 9** Volunteer's application and approval procedures:

1. Apply and fill in application in person;
2. Application shall be reviewed by the office of secretary of TJS Foundation;
3. Fulfill the induction ceremony and reading of the letter of commitment.

**第十条** 志愿者应接受相关志愿服务基本知识和服务技能培训，开展志愿服务工作时应佩戴志愿者标识。

志愿者的标识包括：

- (一) 志愿者证；
- (二) 志愿者帽；
- (三) 志愿者服务证。

**Article 10** Volunteers shall receive training on basic knowledge and skills of voluntary service, and shall wear volunteer logos when carrying out volunteer service work.

Volunteer logos include:

1. Volunteer card;
2. Volunteer caps;
3. Volunteer service card.

**第十一条** 本基金会根据项目的特点及需求发布志愿者招募信息，组织实施对申请者的审查，必要时与天津茱莉亚学院相关部门共同确定合适的人选。

**Article 11** TJS Foundation publishes volunteer recruitment information according to the characteristics and needs of projects, organizes and implements the review of applicants, and when necessary, works with the relevant departments of Tianjin Juilliard School to determine suitable candidates.

### 第三章 志愿者的权利和义务

### Section III Rights and Obligations of Volunteers

**第十二条** 志愿者享有以下权力：

- (一) 根据自己的意愿和特长，有选择地参加志愿服务活动；
- (二) 了解志愿活动的具体信息及本基金会的相关情况；
- (三) 接受与志愿活动相关的培训；
- (四) 获得从事志愿活动的必需条件和必要保障；
- (五) 就志愿活动对本基金会提出意见和建议；
- (六) 合理告知本基金会后申请退出志愿活动；
- (七) 法律法规及本基金会章程规定的其他权利。

**Article 12** Volunteers enjoy the following rights:

1. Selectively participate in voluntary activities according to their own wishes and strengths;
2. Learn and understand the specific information of voluntary activities and information of TJS Foundation;
3. Receive training related to voluntary activities;

4. Obtain essential conditions and necessary guaranties for engaging in voluntary activities;
5. Express opinions and suggestions to TJS Foundation with respect to voluntary activities;
6. Apply to withdraw from voluntary activities after reasonably informing TJS Foundation;
7. Other rights provided by laws and regulations and the Articles of Association of TJS Foundation.

**第十三条** 志愿者应尽以下义务：

- (一) 遵守国家法律法规及本基金会的各项规章制度；
- (二) 履行志愿活动承诺，按照本基金会的统一管理和安排积极参加服务活动；
- (三) 在志愿活动期间自觉维护本基金会、志愿者的形象及活动声誉；
- (四) 维护志愿活动对象的合法权益，保护志愿活动对象的隐私；
- (五) 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（行为）；
- (六) 保证提供的个人资料真实有效；
- (七) 完成相应岗位的培训；
- (八) 承担相关法律、法规及其他规章制度规定的其他义务。

**Article 13** Volunteers shall fulfill the following obligations:

1. Comply with national laws and regulations and various rules and regulations of TJS Foundation;
2. Fulfill the commitment of voluntary activities and actively participate in service activities in accordance with the unified management and arrangement of TJS Foundation;
3. Consciously maintain the image and reputation of TJS Foundation and volunteers during voluntary activities;
4. Safeguard the legitimate rights and interests of objects of voluntary activities and protect the privacy of volunteer activity objects;
5. Engage in voluntary activities without compensation, and do not engage in any activities (acts) that are for profit or contrary to social morality in the name of volunteers or voluntary services;
6. Ensure that the personal information provided are authentic and valid;
7. Accomplish corresponding trainings for the relevant position;
8. Undertake other obligations provided by relevant laws, regulations and other rules and policies.

## 第四章 志愿者的管理

### Section IV Management of Volunteers

**第十四条** 本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 14** TJS Foundation assigns work to volunteers and arranges corresponding training according to the specific situations.

**第十五条** 本基金会将建立志愿者人才信息库，对志愿者进行统一调配管理。

**Article 15** TJS Foundation establishes a volunteer information database and conducts unified deployment and management of volunteers.

**第十六条** 本基金会可视情况向志愿者提供膳食、交通费用等补贴，为志愿者购买必要保险。

**Article 16** TJS Foundation may provide subsidies for meals, transportation expenses and other expenses to volunteers as appropriate, and purchase necessary insurance for volunteers.

**第十七条** 志愿者若违反相关规章制度，或给本基金会造成声誉、经济损失的，本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 17** If a volunteer violates the relevant rules and regulations, or causes reputation or economic losses to TJS Foundation, TJS Foundation will take measures such as reminding, educating or disqualifying the volunteers as appropriate.

**第十八条** 志愿者在服务期间给本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 18** If a volunteer causes damages to TJS Foundation or service objects during the service, or violates relevant national laws and regulations, the volunteer himself shall bear the corresponding civil or criminal liability.

## 第五章 附则

### Section V Supplementary Provisions

**第十九条** 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 19** This Policy is made in Chinese and English. In the event of a conflict between the two versions, the Chinese version prevails.

**第二十条** 本制度未尽事宜或与有关规定不一致的，按有关规定执行。

**Article 20** If any matters are not prescribed in this Policy or there are contradictions of this Policy to relevant provisions in the laws, regulations, and policies, the relevant provisions of the laws, regulations, and policies shall prevail.

**第二十一条** 本制度由天津茱莉亚学院教育发展基金会理事会负责解释。

**Article 21** The TJS Foundation's Board of Director reserves the right of the final interpretation of this Policy..

**第二十二条** 本制度自天津茱莉亚学院教育发展基金会理事会审议通过后生效。

**Article 22** This Policy comes into effect upon approval by the TJS Foundation's Board of Directors.