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| **Title：** | **Volunteer Service Management Guidelines of the Hakka Affairs Commission, Taipei City Government** |
| **Date：** | (13-01-2008 Enacted) |
| **Amendment:** | Taipei City Government Hakka Affairs Commission’s Volunteer Service Management Guidelines formulated through communication by BEI-SHI-KE-YI-ZI No. 09730239200, Taipei City Government |
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| **Volunteer Service Management Guidelines** |
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| Article 1 | The Hakka Affairs Commission, Taipei City Government (hereinafter referred to as the HAC) has specially established the "Taipei City Government Hakka Affairs Commission's Volunteer Service Team" (hereinafter referred to as the Volunteer Service Team) to help enhance the quality of culture, to make good use of the social resources, to encourage people to participate in cultural affairs, to help promote various activities and has, thus, formulated these guidelines. |
| Article 2 | Our Volunteer Service Team is affiliated with the HAC and is under its command, supervision and regulations. |
| Article 3 | The Volunteer Service Team is divided into 3 groups, the Hakka Cultural Hall, the Hakka Art and Culture Center, and the North District Hakka Cultural Hall.It is organized as follows:1. By assigning a Team Leader, who will be responsible for the coordination of the teamwork, convening and presiding the meetings.
2. By assigning a Deputy Team Leader, who will assist the Team Leader in handling the work of the team and act as the Team Leader’s substitute. And a Team Captain and an Administrative Assistant shall be appointed for each of the two Halls and one Center mentioned above.

The Team Leader, the Deputy Team Leader and the Team Captains are proposed and elected by the team members for a period of one year and are eligible for re-election. However, the Team Leader is limited to one re-election only. The Administrative Assistants are selected and appointed by the Team Leader. |
| Article 4 | The Volunteer Service Team will hold at least one team affairs meeting every six months and special meeting(s) when necessary. |
| Article 5 | The HAC will hold, at least, one symposium for volunteer cadres every quarter. |
| Article 6 | The volunteers recruited by the HAC will obtain volunteer qualifications following the completion of educational training in the field of volunteer work and will be issued with Volunteer Service Certificates and Voluntary Service Record Booklets. |
| Article 7 | The Volunteer Service Certificate of the team is valid for a period of three years each and is updated once a year. |
| Article 8 | The duty service of this Volunteer Service Team is based on three hours at a time. When the HAC organizes an activity, it may be extended if required and entered in the Voluntary Service Record Booklet. |
| Article 9 | If a volunteer is unable to perform his or her duties for any reason, he or she shall take leave from the Team Captain in advance. If he or she is unable to serve for three consecutive months, he or she shall first apply to the Volunteer Service Team for suspension of his or her service and inform this HAC. The same procedures shall apply when he or she resumes service. |
| Article 10 | Volunteers should take part in the volunteer training courses offered by our Volunteer Service Team and by this HAC. |
| Article 11 | Each team of volunteers is required to assign support for each other because of the need for special needs. The hours of service of each team shall be logged in by the requesting support unit. |
| Article 12 | The assessment of volunteers is the responsibility of the Volunteer Service Team and the HAC. |
| Article 13 | During the period of their service, any volunteer who commits acts that undermine the reputation and ethics of the Volunteer Service Team shall have his/her Volunteer Service Certificates and Service Record Booklet taken back and be disqualified as a volunteer through a resolution at a meeting of the Volunteer Team Affairs Committee and approved by the HAC. |
| Article 14 | Regulations of Rewards:1. Those who have served the HAC for one year with more than 200 hours of service shall receive a "Blue-Shirt" Grade commemorative badge in addition to a certificate of appreciation.
2. Those who have served the HAC for two years with more than 400 hours of service shall receive a "Red-Shirt" Grade commemorative badge in addition to a certificate of appreciation.
3. Those who have served the HAC for three years with more than 600 hours of service shall receive a "Gold-Shirt" Grade III commemorative badge in addition to a certificate of appreciation.
4. Those who have served the HAC with more than 1,500 hours of service shall receive a "Gold-Shirt" Grade II commemorative badge in addition to a certificate of appreciation.
5. Those who have served the HAC with more than 3,000 hours of service shall receive a "Gold-Shirt" Grade I commemorative badge in addition to a certificate of appreciation.
6. A volunteer who has served for more than three years and accumulated more than 300 hours of service may submit documentary identification to the local competent authority to apply for the issue of a Voluntary Service Honor Card. Volunteers, who are holders of the Volunteer Service Honor Card, shall have free access to fee-collection public scenic spots, unreserved recreational venues, cultural and educational facilities in accordance with the Voluntary Service Act.
7. The volunteers who have won the Blue Shirts, Red Shirts, Gold Shirts Badge and Volunteer Service Honor Card awards shall be publicly commended by the Voluntary Service Team at the team meetings and will be given priority to participate in group research or learning at relevant organizations or for commendation.
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| Article 15 | A volunteer may not personally consult or decide anything, with people from outside, on behalf of this HAC or the Volunteer Service Team without their respective consent. |
| Article 16 | Matters not specified in these Guidelines are handled in accordance with the provisions of the Voluntary Service Act. |
| Article 17 | The Volunteer Service Team may specify individual service specifications for the unaccomplished issues of these Guidelines, the attributes and characteristics of each team. |
| Article 18 | These Guidelines shall be implemented upon the approval and promulgation by the Chairperson of this HAC. The same shall apply for the amendment(s). |

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