

Siyathuthuka Burlington

PO Box 285, Sarnia Road, Pinetown 3615, Durban, South Africa
Tel: +27 31 566 1259 Email: siyathuthuka@hotmail.com
Website: siyathuthukaburlington.weebly.com Reg No: 136-668-NPO

PROCEDURE FOR VOLUNTEER APPLICATION

Thank you for applying to Siyathuthuka Burlington! May God grant you His grace as you seek His direction in your life.

In order for us to process your application, we must receive all the following completed forms. (Husbands and wives applying for Volunteer need to complete separate application forms.)

1. **Application forms** This form needs to be completed by you and returned to us. Please prayerfully answer section C to G on another sheet of paper and attach it to your application form. The reason for these personal questions is to help us to more accurately assess your application and, once accepted, to help us understand you as a person. Please be assured that your application will be treated with the strictest confidentiality.
2. **Reference forms:** The other two forms need to be completed by two mature Christian friends who have known you over the last three years. Please fill in your name and the Volunteer position that you are applying for and get them to send it back to us directly.
3. **Pastor's Reference Form:** To be completed by your Pastor, (or Area Pastor, Home Group leader or Spiritual leader). If not your pastor, explain why at the end of Section H.
4. **Photograph:** Please submit a recent passport-size photograph with your application.
5. **Finances:** We encourage our single Volunteer to have a monthly support of at least R6000 and our married Volunteer at least R12000, when applying for Volunteer, and work towards a stronger support.

Please send all forms to:
Siyathuthuka Burlington
PO Box 285, Sarnia Road
Pinetown, Durban
3615
South Africa.

Tel: +27 31 566 1259 Fax: +27 0866 19 36 55
Email: siyathuthuka@hotmail.com

VOLUNTEER APPLICATION

A. PERSONAL INFORMATION

Mr./Mrs./Miss Miss

First Names _____

Surname _____

Permanent address:-----

Postal Code: _____

Country _____

Date of birth: _____ Age: ____ Birthplace: _____ Sex: Male Female

Phone: _____ Fax: _____ E-mail: _____

Marital status: Single Engaged Married Divorced Remarried Widowed

Spouse's Name: _____

Date of birth: __/__/__ Age: ____
 dd mm yy

Names and details of children accompanying you:

Surname	First name	Birth date	Sex
---------	------------	------------	-----

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Area of service you are interested in:

Length of commitment:

When are you able to commence service?

Emergency Contact:

Name _____

Relationship _____

Street _____

Phone (home) _____

City _____

Fax _____

Area _____

Cell phone _____

Post Code _____

Email _____

Country _____

Liability, Treatment and Burial Release Form

Release of Liability

I hereby release Siyathuthuka Burlington, its agents, employees and volunteer assistants from any liability whatsoever arising out of any injury, illness, damage or loss, which may be sustained by the said person during the course of involvement with Siyathuthuka Burlington.

Consent for Treatment

I hereby agree to the performance of such treatment, anaesthetics and operations as in the opinion of the attending physician and are deemed necessary on the below named person. I also accept full responsibility for expenses related to medical care.

Statement of Burial on the Field

Siyathuthuka Burlington does everything possible to protect Volunteer on the field, and although death is extremely rare, existing laws regarding burial make it necessary to consider this possibility prior to travel abroad. In many countries, interment needs to take place within 24hrs after decease. If death occurs, it may not be possible to make arrangements for returning the remains to the home country and interment will need to take place on the field.

In those instances in which arrangements to return the remains to the home country can be made, it is very expensive and some countries require that a living person accompany the deceased. Siyathuthuka Burlington cannot commit to cover the costs of shipping the body to another country for purposes of burial, or to ultimately cover the burial costs in the country of death. If the family desires to see the body transported back home, the family must incur the cost.

PLEASE NOTE: It is strongly recommended that you obtain travel insurance for while you are in South Africa to also cover medical (hospital, doctors, etc) and burial costs. It is also strongly advised that every individual, regardless of age, have a will.

Signature: _____ Date (DD/MM/YY) _____

(Applicant or parent/guardian if applicant is under 18 years of age)

Relationship: _____

First: _____ Middle: _____

(Applicant name in block letters)

I agree that in the case of my death while volunteering with Siyathuthuka Burlington, Siyathuthuka Burlington may carry out the burial in the location of my demise. If my family desires to have the body shipped home, my family will pay for it. I hereby absolve Siyathuthuka Burlington and all its Volunteer and associates of the burial costs.

Signature: _____ Date _____

(DD/MM/YY)

B. FINANCES

Volunteer FEES: Please carefully read the following Volunteer fee policy.

Volunteer FEE POLICY

We ask you to invest in the ongoing ministry of the base by paying 'Volunteer Fees' from the day you join Siyathuthuka Burlington. These fees mainly cover your food and accommodation in addition to supporting the ministry. When you take a holiday or go on outreach you will still be responsible for your Volunteer fees. However, if you are away for any period of 7 consecutive days or more, your fees will be reduced by 50% (i.e. you will have to pay 50% of the usual weekly rate per week that you are gone).

The community lifestyle of Siyathuthuka Burlington has many benefits, one of which the capacity to keep living costs down to a minimum. The following figures reflect this benefit – these are applicable to the current financial year and are subject to review as necessary. Volunteer fees will reduce to 50% if Volunteer is away from base (outreaches, holidays) for any period longer than 7 consecutive days. You will have to pay full Volunteer fees, however, if you are taking a 'break' from normal duties but still utilising base accommodation, utilities, food, etc.

An invoice of your monthly fee will be issued on the 30th of each month and is payable within 5 days. A statement listing invoices, payments and the balance will be issued on the 15th of each month.

Volunteer fees are payable by all Volunteers according to the following fee schedule:

SINGLES: R3000 (US\$300) per month, incl. Accommodation & Food

FAMILIES:

Parents: R3000 (US\$300 each) per month, incl. Accommodation & Food

Children: 0-1 year free

1-5 years R600 per month (US\$60)

5-12 years R1200 per month (US\$120)

12-17 years R1800 per month (US\$180)

18 yrs + above: Adult rate

GUESTS:

Guests are welcome to stay with us pending availability of accommodation space.

Accommodation is available on the following basis:

Adults R100 per person per day

Children 0-1 year free

1-5 years R50 per child per day

School age R75 per child per day.

Living off base: You are not obligated to live on base. If you prefer renting a flat, the minimum rental per month will be about R3000 (US\$450) excluding water, electricity and food.

Volunteers living off base are required to pay R50 (US\$8) Volunteer fees per month per person.

Not eating on base: For those who prefer *not to eat on base*, R900/month will be taken off the Volunteer fee (or prorata).

Do you have any outstanding debt? YES / NO

If yes, amount _____ and how do you propose to meet your obligations:

Are you financially obligated to any dependents? YES / NO

Do you have guaranteed monthly support? YES / NO If yes, amount: US\$

I understand the above agreement & commit myself to faithfully uphold my financial obligations at Siyathuthuka Burlington.

Signature: _____

C. EDUCATION AND EXPERIENCE

1. Summarise your school, post school and Christian education history listing the names of the institutions and the qualification obtained.
2. List your job experience over the last 5 years, giving the period of employment, name of employer and position held.
3. Give details and dates of full-time positions held in the church or Christian organisations.

D. HEALTH

1. Give a detailed description of any physical disabilities you suffer from.
2. Give details of any medication you are presently taking or doctor's treatment you are under.
3. Give details of any psychiatric treatment such as nervous breakdown, depression including manic depression you have received. Have you been in Burnout or had M.E. (chronic fatigue) the last two years. Do you still need help in this area?

E. SKILLS AND INTERESTS

1. What are your interests and hobbies?
2. List your abilities and talents.
3. What languages do you speak, read and write (in order of fluency)?

F. PERSONAL BACKGROUND

1. Are there any past experiences (i.e. drug or alcohol addiction, homosexuality, extra-marital activity etc.), which we should know about as we consider your application?
2. Please give relevant history if you have been divorced, separated or remarried.
3. Are you still receiving help in any of the above areas? Would you appreciate counsel should you be accepted on Volunteer?

G. CHRISTIAN LIFE AND CALL

1. Describe your present relationship with God.
2. *Siyathuthuka Burlington has a very specific call to "Know God and make Him known." We, therefore, focus all we do to meet this aim. We have three main areas of involvement, namely Training, Mercy Ministries & Evangelism. Some of our Volunteer go to the frontiers, some train others to get there, while others play a vital support role through being involved locally in administration and enabling others to go. On joining Siyathuthuka Burlington, we expect that your heart is like ours. The following questions will help us to continue that focus in your life and enable you to reach your goals:*
 - a. How God called you into missionary/volunteer service?
 - b. Which area of Siyathuthuka Burlington do you primarily see yourself involved in – Training, Mercy Ministries, Evangelism or a combination?
 - c. To what are you specifically called?
 - d. If accepted, what are your expectations regarding Siyathuthuka Burlington?
 - e. What skills and gifting do you need to develop to achieve this?
 - f. How would you see the job that you are applying for fulfilling that need in your life?

VOLUNTEER APPLICATION PASTOR'S REFERENCE

For completion by your spiritual leader, please

Name of Applicant: _____

Surname

First names

Siyathuthuka Burlington is an inter-denominational missionary organisation. It provides opportunities for voluntary Christian service on a short or long-term basis.

The applicant has applied for the Volunteer position of _____
and we would like to liaise with you as the applicant's spiritual leader.

Please complete this questionnaire and return it to the address below. If you would prefer to give additional opinions by telephone, please feel free to do so.

Receipt of this form is necessary before we can consider the application.

1. Please comment briefly on: The quality and extent of the applicant's Christian service

2. In your consideration, which of the following would best describe his/her Christian walk?
- | | | |
|---|--------------------------------------|--|
| Mature <input type="checkbox"/> | Contagious <input type="checkbox"/> | Genuine and Growing <input type="checkbox"/> |
| Over-emotional <input type="checkbox"/> | Superficial <input type="checkbox"/> | Non-existent <input type="checkbox"/> |

3. Do you know the applicant's family? YES / NO

If so, is there anything you think would be helpful for us to know about them?

4. Please comment on the applicant's (a) ability to take responsibility, (b) level of commitment, (c) stewardship and (d) relational maturity with specific reference towards those in authority.

(a) _____

(b) _____

(c) _____

(d) _____

In your opinion, does the applicant have a call to missions on their life?

5. In which area of Siyathuthuka Burlington do you see the applicant involved, e.g. Training, Mercy Ministries or Evangelism?

6. If you have reservations about, or are opposed to his/her participation, would you care to explain why? _____

7. How long have you known the applicant? _____

8. For how long has he/she attended your church? _____

1. On a scale of 1-10, how well do you feel you know the applicant?

(1=very little; 10=intimately - *Circle one*) 1 2 3 4 5 6 7 8 9 10

(a) What kind of contribution has the applicant made to the church?

(b) What area of the church has the applicant served in?

9. When did the applicant inform you of their desire to join Siyathuthuka Burlington as a Volunteer _____

10. Is the church sending out the applicant? If yes, for what length of time?

11. Would you be happy to have your church consider supporting the applicant as a full-time missionary with Siyathuthuka Burlington (a) in prayer and/or (b) financially?

(a) _____ (b) _____

12. We are willing to share more information with you about the work of Siyathuthuka Burlington. Would you like to have more information through (a) a brochure or in Durban (b) a personal visit from a Senior Siyathuthuka Burlington member? What would you like to know _____

13. Please state any requests you would like to make of us as a mission regarding the applicant in relation to your church? (For example, conditions or period of release of applicant to Siyathuthuka Burlington)

14. Have we overlooked anything that you consider relevant to this application?

Name: _____

Address: _____

Phone: (h) _____ (w) _____

Fax: _____ E-mail: _____

Signed: _____ Date: _____

Could we contact you if we require any further information? YES / NO

Please send all forms to:

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3615

South Africa.

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Email: siyathuthuka@hotmail.com

Volunteer Application

CONFIDENTIAL REFERENCE

For completion by 2 mature Christians

Name of Applicant: _____

Surname

First names

Siyathuthuka Burlington is an inter-denominational missionary organisation. It provides opportunities for voluntary Christian service on a short or long-term basis.

The applicant has applied for the Volunteer position of _____ and we would like to liaise with you as one of the applicant's mature Christian friends.

Please complete this questionnaire and return it to the address below. If you would prefer to give additional opinions by telephone, please feel free to do so.

Receipt of this form is necessary before we can consider the application.

1. Please assess the applicant on the characteristics listed below according to the following evaluation system:

1 = Usually 2 = Often 3 = Sometimes 4 = Rarely

Healthy _____	Well groomed _____	Accepts Challenges _____
Flexible _____	Articulate _____	Financially Responsible _____
Concern for others _____	Consistent _____	Makes quick decisions _____
Enthusiastic _____	Loyal _____	Socially Adaptable _____
Diplomatic _____	Leader _____	Willing to serve _____
Energetic _____	Team _____	Mental Agility _____
Patient _____	Initiator _____	Worrier _____
Systematic _____	Reliable _____	Loner _____
Optimistic _____	Worker _____	Disruptive _____
Committed _____	Co-operative _____	Aggressor _____

2. Please comment briefly on: (a) The quality and extent of the applicant's Christian service. (b) His/her ability to relate to others and to be a part of a team. (c) The applicant's ability to handle conflicts in relationships. (d) His/her ability to live work cross-culturally. (e) His/her ability to relate to those in authority.

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

3. The applicant will be living and working closely with others for an extended period of time. Have there been problems in the past that might cause difficulties that could compromise their Christian sexual morality or relationship with others?

4. In your consideration, which of the following would best describe his/her Christian walk?

Mature Contagious Genuine and Growing
Over-emotional Superficial Non-existent

5. Overall, what do you consider to be the applicant's strong points? (Include special abilities).

6. Do you know the applicant's family? YES/NO

If so, is there anything you think would be helpful for us to know about them?

7. In your opinion, does the applicant have a call to missions on their life?

8. In which area of Siyathuthuka Burlington do you see the applicant involved - Training, Mercy Ministries or Evangelism?

9. If you have reservations about or are opposed to his/her participation, would you care to explain why?

10. On a scale of 1-10, how well do you feel you know the applicant?

(1=very little; 10=intimately - *Circle one*) 1 2 3 4 5 6 7 8 9 10

11. What is your relationship with the applicant? _____
(e.g. youth group/home group/leader/friend)

12. Have we overlooked anything that you consider relevant to this application?

Name: _____

Address: _____

Phone: (h) _____ (w) _____

Fax: _____ E-mail: _____

Signed: _____ Date: _____

Could we contact you if we require any further information? YES / NO

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Flexible _____	Articulate _____	Financially Responsible _____
Concern for others _____	Consistent _____	Makes quick decisions _____
Enthusiastic _____	Loyal _____	Socially Adaptable _____
Diplomatic _____	Leader _____	Willing to serve _____
Energetic _____	Team _____	Mental Agility _____
Patient _____	Initiator _____	Worrier _____
Systematic _____	Reliable _____	Loner _____
Optimistic _____	Worker _____	Disruptive _____
Committed _____	Co-operative _____	Aggressor _____

2. Please comment briefly on: (a) The quality and extent of the applicant's Christian service. (b) His/her ability to relate to others and to be a part of a team. (c) The applicant's ability to handle conflicts in relationships. (d) His/her ability to live work cross-culturally. (e) His/her ability to relate to those in authority.

(a) _____
(b) _____
(c) _____
(d) _____
(e) _____

3. The applicant will be living and working closely with others for an extended period of time. Have there been problems in the past that might cause difficulties that could compromise their Christian sexual morality or relationship with others?

4. In your consideration, which of the following would best describe his/her Christian walk?

Mature Contagious Genuine and Growing
Over-emotional Superficial Non-existent

5. Overall, what do you consider to be the applicant's strong points? (Include special abilities).

6. Do you know the applicant's family? YES/NO

If so, is there anything you think would be helpful for us to know about them?

7. In your opinion, does the applicant have a call to missions on their life?

8. In which area of Siyathuthuka Burlington do you see the applicant involved - Training, Mercy Ministries or Evangelism?

9. If you have reservations about or are opposed to his/her participation, would you care to explain why?

10. On a scale of 1-10, how well do you feel you know the applicant?

(1=very little; 10=intimately - *Circle one*) 1 2 3 4 5 6 7 8 9 10

11. What is your relationship with the applicant? _____

(e.g. youth group/home group/leader/friend)

12. Have we overlooked anything that you consider relevant to this application?

Name: _____

Address: _____

Phone: (h) _____ (w) _____

Fax: _____ E-mail: _____

Signed: _____ Date: _____

Could we contact you if we require any further information? YES / NO

Please send all forms to:

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SIYATHUTHUKA BURLINGTON STAFF, VOLUNTEER AND INTERNSHIP AGREEMENT

Col 3:23-24 " Whatever you do work at it with all your heart as working for the Lord, not for men, since you know you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. "

As Siyathuthuka Burlington we desire to live out the same attitude as Christ in the hope of imitating His love. We acknowledge that we are here to serve the local church, community, Siyathuthuka Burlington, and each other, as Christ would have us.

In consideration of this, we ask that you thoughtfully read through our agreement and the requirements of a Siyathuthuka Burlington internship member, and covenant with us.

Required Meetings:

Meetings are vital for the effective operation of the base. They are run for communication, fellowship, teaching, training, and corporate worship and intercession.

Each staff/volunteer/intern is committed to attend the following meetings:

- Base Worship: Monday 9am – 10am
- Staff Meeting: Alternate Mondays 2:00pm – 4:pm
- Base Intercession: Thursdays 9am – 10am
- Special days of prayer and fasting when called by school staff or the leadership (Believing to be the direction of the Lord)
- Base clean-ups.
- Any responsibilities delegated to them as members of the 'on base' community. Such as clean ups, cooking duties, keeping room in a tidy fashion & other general work duties.
- Weekend work duties.
- Team meetings called by your immediate leader.

Since not only our work ethic, but also our faith is based on our value of relationships, we encourage all staff/volunteer/intern to do the following:

- To participate in days of social interaction and fellowship.
- To attend the staff retreat once a year.

In order for us as a base to grow and move forward with God as a body, we request that each staff/volunteer/intern participate in the following activities.

- To take turns in creatively leading our times of intercession, worship, devotionals, and prayer.
- We encourage staff/volunteer/interns to develop a passion for intercession by following God's mandate to "devote yourselves to prayer, being watchful and thankful..." (Colossians 4:2, Lk 18v1, Eph 6v18)
- To attend times of worship following David's example when he "celebrated with all his might before God, with songs, and with harps, lyres, tambourines, cymbals, and trumpets." (I Chronicles 13:8, 2 Sam 6v5, Ps 92v1-5 etc)
- To develop a spirit of generosity that breaks the bonds of poverty and to recognise that God has freely given to us, so we must in turn freely give. (Matthew 10:8)

Because we are accountable not only to each other, but to God and our supporters, we believe that we should at least fulfil the '9am-4pm' working day in our pursuit to give our all/excellence.

Office Hours: Monday – Friday 9:00 a.m. – 4:00 p.m.

- Occasional weekends and/or outreaches when called for.

Public Holiday Policy:

- Administration staff may take off according to government policy, but are asked to consult with their leader first.
- Interns are given public holidays at the discretion of their team leader depending on what type of ministry they are involved in at the time & where they are.

Leave Policy:

- Each person may take twenty-one working days per annum. This does not include the year-end break. For staff/volunteer/interns working for a term of 6 months or less there is no holiday allowance given. Individuals are encouraged to take time off before or after they arrive. According to the demands of the work they are doing leave may be granted by their line manager for approval with the eldership of the base.

Leave is taken in accordance with overall planning so that staff people are given opportunity to be away according to their need.

- A request for leave may be declined if it does not serve the "bigger ministry". An alternate time of leave can be negotiated to accommodate the individual's need as best possible.
- Your immediate leader can authorise single days of leave.
- Any staff member who takes time to equip themselves better by attending a school will be granted two weeks break thereafter.
- Time off incurred by fatigue/burnout symptoms, death in the family or other will not be considered as official leave and can be permitted at the discretion of Personnel and the direct leader of the individual.

Discipline procedure for interns:

- All staff/volunteer/interns must familiarise themselves with the standards & values we have as Siyathuthuka Burlington. In addition, to this you will be required to work away from the Siyathuthuka Burlington community at times with only remote guidance from your supervisor/leader. This means you will be carrying the name of Siyathuthuka Burlington into the nations. As you will be representing us in this way we require a high level of personal maturity & ethics.
- As an staff/volunteer/intern you will have a standard disciplinary procedure. In the eventuality of unbecoming behaviour or attitude you will be given an initial official verbal warning, a written warning, followed by a dismissal. This process will be initiated by the individuals line manager but at the stage of an official verbal warning another staff member (from the eldership) will be brought in.

Moral and Social Conduct:

These guidelines are put in place to adhere to the Scriptural requirements God has given us in order to honour and protect ourselves, and others.

- In adherence with the Biblical absolute of sexual behavior and conduct, the Leadership Team will discipline any student, staff or intern taking part in sexual activities outside the constraints of marriage.
- In adherence with the laws of our land, any staff or student breaking the law of the land in regards to drug abuse, theft, fraud or any other crime will be disciplined under the guidelines.
- In accord with the Biblical guidelines to consider others better than yourself, Phil 2v1 -11 we ask staff to conduct yourself as follows:

Alcohol

- Moderate alcohol may be consumed away from the local community and always with consideration to fellow staff/volunteer/intern/students who may be offended.
- Drunkenness will be disciplined.
- No alcohol may be consumed or brought on to the base at any time.

Smoking

- Due to the restraints of some cultures, no individual (staff, volunteer, student or intern) is allowed to smoke on outreach or whilst on staff, volunteering or internship at Siyathuthuka Burlington.
- We recognise this is a bad habit and encourage staff/volunteers/interns to trust the Holy Spirit to release them of this habit, to submit to the Lordship of Christ, and to treat their body as a temple of the Holy Spirit.

In order to ensure that these guidelines are kept in place and to maintain a Godly way of managing conflict, Siyathuthuka Burlington has a platform for hearing a grievance, misunderstanding or break in accepted social or moral conduct.

Staff Volunteer and Interns as part of the body of Christ:

As stated in the Siyathuthuka Burlington Foundational Values, Siyathuthuka Burlington fully supports and endorses the local church and the body of Christ. Siyathuthuka Burlington is not a church and is not a replacement for your local covering and spiritual authority. The Siyathuthuka Burlington Spiritual Leadership Team will stay in communication with your pastor should the need arise.

- We strongly encourage involvement in the local church and their ministry. If you are from out of town, please find a "temporary" home.
- We encourage and advise weekly attendance to a local church, while we cannot enforce the number of times you attend church, no attendance or erratic attendance will be seen as a sign of concern, and will be addressed as a spiritual issue.

Financial Accountability:

God has called us to be good stewards of our resources. No one at Siyathuthuka Burlington receives a salary. All staff and students are required to trust God for their monthly support and provision. This is done with the endorsement of the local church, your pastors and the Siyathuthuka Burlington Spiritual Leadership Team.

- All Staff/volunteer/interns are required to pay the agreed upon monies for board and lodging for the month by the 1st of the month.
- All Staff/volunteer/interns living off base are asked to contribute a staff fee of R50 a month in support of the base and ministries (small fee incurred for coffee/tea/etc).
- Any Staff/volunteer/intern person paying directly into the Siyathuthuka Burlington account is to produce proof of the deposit to the accounts department, otherwise it will be deemed as a non-payment.
- Staff/volunteer/intern members are responsible for obtaining a receipt for any money paid and for keeping good records of payment. No query will be entered into without a receipt.
- All personal phone calls, photocopying and printing are to be paid for before usage. Please pay directly to the accounts department.
- All volunteer/interns are required to have Medical cover for the duration of their stay.
- Staff/volunteer/intern members are required to pay for meals and accommodation for their guests at the Siyathuthuka Burlington base.
- A period of service will not be deemed complete until all outstanding bills are settled. Once a Staff/volunteer/intern member has left the base, they will still be held accountable for payment of their bills.
- Recommended financial support for a Staff/volunteer/intern member is a **minimum** of R6000.00/mth to cover food, accommodation and basic personal necessities.

Willful, negligent or careless error in handling equipment:

Everything Siyathuthuka Burlington owns is a gift from God and our desire is to be good stewards of it so we ask that individuals take personal responsibility.

- Any damage to equipment due to wilful, neglect or careless handling, will be charged to your account.
- Equipment stolen from an unattended base vehicle will be charged to your account.
- Equipment unattended to on location will be charged to your account. Any costs necessary for retrieval of forgotten equipment will be charged to your account.
- If Siyathuthuka Burlington makes an insurance claim, the responsible party, if negligent, could be held accountable for the excess cost. In the event of a disagreement regarding the negligence, the grievance procedure in your staff package will be followed.
- The Siyathuthuka Burlington Board will mediate any dispute over the handling of expensive equipment belonging to Siyathuthuka Burlington.

I, _____ have read through the Staff/volunteer/intern Agreement and vision of Siyathuthuka Burlington and agree to comply with it.

Signed: _____

Date: _____

