

Venturer Manager Volunteer Agreement

This must be read and signed by the Venturer Manager due to take part in Expedition.

1. Introduction

The purpose of this Agreement is to set clear expectations for your behaviour, ensuring that everyone can work together to achieve both personal and program goals in a positive and safe environment.

All venturers are required to acknowledge and adhere to this Agreement from the beginning of the Expedition. We will offer training and support to help you meet these standards.

Before applying to join our programs, you must read this document alongside Raleigh's Terms and Conditions. Upon payment of your deposit and during your in-country induction training, you will be asked to sign to confirm that you understand and agree to comply with the Agreement. The signed agreement will be retained for the duration of your participation in the Raleigh program. Please note that this document is not a legally binding contract.

Withdrawing from the program carries both financial costs and potential disruption to your team, the communities we serve, and the overall success of the Expedition. Since significant time and effort will go into preparing for your journey, we strongly encourage you to read and fully understand this agreement before committing to the program.

Raleigh Expedition offers an incredible opportunity for you to represent both your country and Raleigh. We are excited to work with you!

2. Venturer Manager Expectations

As a VM you have an additional level of responsibility within the Expedition team. You are the driving force behind Expedition, working closely with the full staff team to support and facilitate the venturers throughout their Expedition. This means our expectations of you are slightly different.

We expect you to commit to the full 3 months of Expedition. You will take part in at least one project (either community or environmental) for the duration of the Expedition.

Regardless of your role you have the below responsibilities:

- Facilitate and inspire a diverse group of young international venturers to complete impactful projects whilst developing their skills.
- Alongside a counterpart Project Coordinator, supporting a group of around 14 international young people in a cross-cultural environment
- Run energisers and teambuilding activities
- Lead on presentations and training at venturer induction
- Support the delivery of Raleigh environmental and community projects.
- You will be the key contact for our permanent country teams with regard to safety and project delivery.
- Communicate with Field Base staff and report group progress, dynamics and manage check-ins
- Support venturers in personal development, including one-to-one sessions
- Behaviour and group management
- Delegate tasks within a group & allow the young people to lead
- Manage medical and non-medical incidents on the ground
- Work alongside project partners to achieve goals on project site each phase
- Monitor and track impact on project site
- Manage group dynamics
- Motivate group and create positive environment

Therefore we expect you to have the below:

- Good level of fitness and some experience walking long distances or trekking

- Strong leadership skills
- A basic level of resilience
- Be able to support your own mental wellbeing
- Excellent communication skills
- Positive attitude
- Ability to work hard, stay motivated and lead by example even when things get tough
- Able to motivate a group of young people
- Experience leading and managing a group/team of individuals from different cultural backgrounds
- Be a team player
- Work and lead in foreign and often challenging environments
- Work with others who have different leadership styles to you

In addition, we do look for people who show the potential to learn and to become Active Global Citizens and strive to meet and align with the **Raleigh Values**.

Pura Vida: The national saying of Costa Rica, this translates to 'pure life' but it's more than a saying – it's a lifestyle representing optimism, happiness, being grateful, kindness and living life to the fullest.

We expect: a positive approach and drive to work as a volunteer-based on realistic expectations.

Believe in yourself: You have the power to change the world around you. Fight self-doubt with bravery and belief, and you will surpass even your own expectations.

We expect: the continuing desire to discover new things and learn; and the humility to share, learn and develop with others.

Create impact, together:

Our voices and actions are stronger together than apart. It is the power of connection, collaboration and unity that changes the world.

We expect: The social skills to work with others and to enable others to solve problems. Integrity when persuading others to implement plans.

Find the courage:

Dig deep and walk courageously despite your anxieties, worries and fear. Stand up for what you believe is right.

We expect: the courage to be sufficiently independent and to deal with people and circumstances with calmness and humour.

Live open-minded: Listen and learn from the views of others and you will widen your horizons beyond measure.

Embrace and nurture global and cultural differences to see the world in full colour.

We expect: An open and non-judgmental approach, which respects other people and cultures. Good listening skills and empathy. Non-offensive behaviour.

Never Give Up.

When it gets hard, keep going. With perseverance and steadfast determination you can expand your limits, then even the greatest challenges can be overcome.

We expect: an adaptable approach to dealing with new and demanding situations.

Throughout your involvement with Raleigh, it is very important that you demonstrate commitment to developing and using these dimensions. Failure to do so can be considered in the same way as any other breach of the Agreement and is outlined in section 5.

3. What you can expect from Raleigh

3.1 Before the programme, we will provide you with:

- Documentation and access to online resources to explain the programme and associated risks you may face while on your Expedition.
- Personalised pre-departure support and guidance from your Venturer Coordinator
- Online pre-departure training event

3.2 During the programme we will:

- Provide accommodation, food, transport, and support in keeping with the programme's values. We will monitor changing risks that may affect the programme; however, you must recognise the limitations of Raleigh to control many of the risks inherent to an Expedition.
- Provide support (both resources and training) to support your personal development throughout Expedition including leadership, teamwork and resilience.
- Provide you with medical and wellbeing support throughout Expedition

3.3 After the Expedition we will:

- Provide you with a Expedition Certificate and Reference
- Enroll you in our Alumni newsletter and send you details of how to get involved as an alumni.

4. What Raleigh expects of you

4.1 Before the programme you will:

- Read & understand the information and training Raleigh provides and carry out the required pre-departure actions by appropriate deadlines.
- Make an informed decision based on the information provided by Raleigh and gathered by your own efforts, regarding the risks of participating in the programme. Despite these potential risks, and after consideration of the conditions under which you will be living and working, you will have decided to participate in the programme and do so at your own risk.
- Be able to act self-sufficiently with regard to cooking, basic health and hygiene awareness, mental wellbeing and domestic chores (including but not limited to cleaning ablution facilities and campsite). You will be required to help with tasks and chores throughout your Expedition.
- Have a First Aid Qualification

Understand what to expect on Expedition:

- Basic communal accommodation such as tents, community centres, or volunteer houses.
- Basic washing and sanitation facilities – usually cold showers and bucket flush toilets
- Basic food made up of preservable such as rice, beans, pasta, tinned sauces and vegetables. Fresh produce sourced locally and added to meals
- Cooking food for yourself and the team using camp equipment and Raleigh recipes
- Limited contact with family and friends at home due to digital detox
- Busy active days working together on a project site towards a common goal
- Good level of physical fitness –
- Remote project sites multiple hours from nearest shops or facilities
- Lead one project site (either community or environmental) for the duration of Expedition

4.2. As an ambassador for Raleigh and your country we expect that during the programme you will live up to the 'Raleigh International Behaviours'. If you fail to do so, we will take action – see section 5

Fees are non-refundable if you are withdrawn or leave the programme of your own initiative or if breaching the Agreement.

Raleigh International behaviours:

1. Behave with integrity
2. No alcohol
3. No illegal activities, including drug taking, adhering to smoking policy
4. No acts of violence
5. Don't put others at risk
6. No inappropriate relationships during programme

7. Respect local traditions and customs
8. Take only photographs, leave only footprints
9. Safeguarding and welfare
10. Equal opportunities
11. Communications & technology

Behave with integrity

Above all else, we expect all participants to act with honesty, diligence, and respect to ensure a positive and productive environment:

1. **Honesty:** Lying or providing false information is strictly prohibited. Be truthful in all communications and actions, including predeparture such as medical disclosures.
2. **Work Ethic:** All participants must actively contribute to team efforts and avoid lack of effort. A strong work ethic is essential for personal and team success.
3. **Respect:** Microaggressions or any disrespectful behaviour based on personal characteristics will not be tolerated. Treat everyone with respect and foster an inclusive environment.
4. **Accountability:** Team members are responsible for their actions. Any breaches of the Agreement will be addressed seriously, with appropriate consequences.
5. **Support:** We are committed to helping participants align with these expectations, providing guidance and support as needed.

No alcohol

Raleigh International Alcohol Policy

Our no-alcohol policy provides a safe, nurturing, and productive environment for young adults to make a positive impact, learn valuable life skills, and create lasting memories during their time with us. Other reasons and benefits:

1. **Health and Safety:** Avoiding alcohol minimizes the risk of accidents, injuries, and health issues associated with excessive drinking. Participants can focus on their well-being and stay physically and mentally healthy throughout Expedition. Some of our volunteers are also age 17.
2. **Clearer Decision-Making:** Without alcohol, participants can make clear and informed decisions, ensuring that their actions contribute positively to the project's goals and communities.
3. **Stronger Connections:** Without the distraction of alcohol, participants can form deeper and more meaningful connections with fellow participants and the local community. This can lead to lasting friendships and a stronger sense of camaraderie.
4. **Enhanced Learning:** Participants can fully engage in learning experiences and cultural exchange without the impairment that alcohol can bring. This can lead to a richer understanding of local customs, languages, and global issues.
5. **Improved Productivity:** Increased energy and focus, allowing participants to be more productive and effective in their work. This benefits both the project they're working on and their personal development.
6. **Positive Role Modelling:** Young participants become positive role models for their peers and the communities they work in. They demonstrate that one can have fun and make a difference without relying on alcohol.
7. **Conflict Resolution:** No-alcohol can lead to better conflict resolution skills as participants learn to address issues and disagreements in a clear and constructive manner, helping to maintain a harmonious environment.
8. **Personal Growth:** The absence of alcohol can provide an opportunity for self-reflection and personal growth. Young participants can gain a better understanding of themselves and their values during their experience.
9. **Safety for Vulnerable Populations:** On some projects, participants may work with vulnerable populations such as children or individuals facing health challenges. An alcohol-free environment ensures their safety and well-being.
10. **Focus on the Mission:** An alcohol-free environment keeps the focus on the primary mission of the Expedition, whether it's environmental conservation, humanitarian aid, education, or community development, leading to more meaningful and impactful outcomes.
11. **Ethical Responsibility:** Participating in a programme that avoids alcohol aligns with ethical considerations in some cultures and communities. It shows respect for local customs and values.
12. **No hangxiety!** Removing heightened levels of anxiety post alcohol.

No illegal activities, including drug taking

In some of the countries we operate, the buying, selling, or taking of drugs, including marijuana, is punishable by severe penalties. Participation in any illegal activity, including, but not limited to, consumption or procurement of illegal substances, is not tolerated and can result in the involvement of local authorities and/or immediate removal from the programme.

We will follow the local policy in all cases.

Smoking policy

While we allow smoking, we do not encourage it due to its negative impact on health, the environment, and the well-being of our community. We will adhere to all local laws and regulations regarding smoking in the countries where we operate. Participants are expected to comply with these rules at all times.

Designated Smoking Areas:

Smoking is only permitted in designated smoking areas. These areas are clearly marked and are designed to minimize exposure to non-smokers and protect the environment.

On some project sites there may be a strict no smoking or vaping rule due to National regulations.

Availability of Cigarettes:

Due to the remote nature of some of our project sites, cigarettes may not always be available for purchase. Participants & VMs should plan accordingly if they choose to smoke.

Respect and Responsibility:

We ask all participants who choose to smoke to do so responsibly, respecting the designated areas and their peers. Please dispose of cigarette waste properly to maintain a clean and safe environment for everyone.

No acts of violence (including bullying)

We are committed to providing a safe, respectful, and inclusive environment for all participants, where teams work together and learn to respect and trust each other. Acts of violence, including bullying, harassment, intimidation, or any behaviour that threatens the physical or emotional safety of others, will not be tolerated.

Anti-Bullying:

Bullying, in any form, is unacceptable. This includes repeated, unwelcome behaviour that is intended to intimidate, degrade, or humiliate an individual or group. Bullying can take many forms, including but not limited to verbal abuse, spreading malicious rumours, social exclusion, cyberbullying, and misuse of power or authority.

Reporting and Response:

Participants are encouraged to report any incidents of violence or bullying to their VM or directly to Raleigh Staff. All reports will be taken seriously and investigated promptly and confidentially. Retaliation against anyone who reports such incidents is strictly prohibited.

Don't put others at risk

Your behaviour during the programme must not prejudice the safety and wellbeing of any member of the group, or the progress of projects.

Raleigh has a strict set of Health & Safety Guidelines that inform every activity we do and everyone participating in a Raleigh programme is expected to adhere to these guidelines. At its worst, illness or injury resulting from ignoring health and safety guidelines could result in legal claims of negligence against individuals.

No inappropriate relationships during programmes

To maintain professionalism, respect, and a positive team dynamic during Expeditions, inappropriate relationships between team members are not advised. This policy is designed to prevent conflicts of interest, favouritism, and any behaviour that could compromise the safety, morale, or effectiveness of the team.

Relationships should not interfere with your Expedition responsibilities, decision-making, or the overall Expedition environment. Team members should be mindful of their interactions and ensure that their behaviour does not create discomfort or tension among the team or community.

Venturer – VM – Staff Relationships

There is a requirement of oversight and guidance from Venturer Managers to Venturers as role models and mentors; as a result, no intimate relationships between Venturer Managers/Staff and venturers (regardless of age) are allowed during the programme. Nor are intimate relationships between Venturer Managers/ Staff/Venturers and community members, project partners and service providers.

Whether or not it is illegal in the country you volunteer, purchasing or coercing sexual acts is prohibited.

Respect local traditions and customs

All participants should seek to be discreet and sensitive in how we operate and show respect for the way of life of those who accept us into their country and communities. We have much to learn from each other's cultures and, as an ambassador for your country, it is important to understand local traditions and behaviours and be sensitive to them at all times.

Take only photographs, leave only footprints

The potential impact of a project group, both environmentally and socially, is very high. It is important to minimise any detrimental effect we might have on the environment by respecting and protecting the environment for its own sake and future inhabitants and visitors.

Raleigh reserves the right to use any photographic material or video you send to any staff member during or after the programme's course on our website or other marketing materials. It is your responsibility to ensure that you have the permission of any person featured in a photograph or video sent to us.

You will be asked to sign a social media consent for if taking part in a case study or social media video.

As a VM you may be asked to support in taking photographs for the group.

Safeguarding and Welfare

Raleigh is committed to working inclusively to overcome discrimination and social exclusion, bringing people together from different backgrounds to promote and celebrate diversity.

All participants who participate in projects organised by Raleigh or who are influenced by our work should do so without fear of physical, sexual or emotional harm or neglect. Some participants on Raleigh programmes are under 18 years of age, and there are frequently children in the local community with whom Raleigh participants interact with. Raleigh recognises that vulnerability is a complex concept and that anybody of any age could also be in a position where they are vulnerable, particularly in an unfamiliar environment.

Participants should always show respect and understanding for people's rights and their safety and welfare and conduct themselves in a way that reflects the principles of Raleigh and helps protect themselves and others from harm.

We have a detailed and proactive [Safeguarding Policy](#) and all participants on a Raleigh programme are expected to abide by this policy, which includes the requirement to act in a way which protects themselves from potential allegation and always confidentially report any Safeguarding concerns to a member of Raleigh staff.

Equal Opportunities

Raleigh strives to conduct all its activities with an equal opportunities framework and is committed to ensuring the safety and well-being of all young people with whom we work regardless of gender, age, stage of development, disability, sexual orientation, religion, culture, or ethnicity. As a participant, you are also expected to recognise and act in a way which is proactive towards an equal opportunities approach which never discriminates.

Communication Technology & Phone Policy

We have a 'no phones on project policy'. Participants will not have access to their phones whilst on project sites. All Participants will be expected to leave your phone at fieldbase in our allocated safe spaces prior to joining project sites. This can be up to 19 days at a time; however, they will have access to their phones during changeover at fieldbase.

We expect all Venturer Managers to act with integrity to follow this policy. Incidents of covert cell phone usage will be viewed as a breach of the Agreement.

Part of our mission at Raleigh International is to empower young adults to become proactive global citizens who can confidently navigate the challenges of the world. Allowing venturers to **disconnect from their phones while on project aligns with this goal by encouraging volunteers to take responsibility for their actions and choices.** We understand the natural instinct of parents and guardians to be in constant communication with their young volunteers. However, we see **this period of detachment as an essential part of the learning experience.** It encourages our venturers to make **independent decisions, build resilience, and develop the skills** needed to face uncertainty with confidence.

We want our venturers to discover the power of self-reliance and embrace their capabilities. This newfound sense of responsibility and independence will be invaluable in shaping their future endeavours and fostering a deeper understanding of their own capabilities.

- We recommend Venturers bring cameras but the VMs can take photo memories and we also aim to have a content creator or photographer on each Expedition.

This does not mean there will be no ability to communicate with home. Our staff team will facilitate venturers access to signal or wifi during changeover to ensure they can keep in touch.

As a VM you will be allowed to bring your phone with you – we trust that you will respect this policy and use your phone minimally, however we recognise you may need to keep in touch with home or work at various points.

However, we encourage you to consider your reasoning for joining a Raleigh Expedition and embrace the disconnect ethos by following this policy yourself also.

In addition to these fundamental principles, by signing the Agreement, you agree to:

- Participate fully in the programme, but at the same time, recognise that the nature of these aspects varies in each Expedition and there is no experience guaranteed by the programme.
- Not take part in activities that may be incompatible with the objectives of the programme.
- Not participate in any activity or work for personal monetary gain.
- Not hitch-hike during the programme.
- Not drive any motorised vehicle unless specifically authorised to do so by Raleigh.
- Not ride on any motorbikes, motorised scooters, mopeds or bicycles as driver or passenger.
- Not use any computer or download anything or use external devices such as memory sticks without the express permission of Raleigh staff and do not download any inappropriate programmes or material to the computer.
- Not to use the Raleigh wifi to download any inappropriate programmes or material
- Not possess or circulate any offensive or pornographic material.
- Not take leave from the programme unless for an emergency and approved by the country management team

5. If you fail to live up to the Agreement

If you breach this code, there is a process for initial warnings and guidance to prevent a recurrence. There is a three-step warning system. We reserve the right to contact your Next of Kin regarding ANY breaches of the Agreement, regardless of your age.

Examples:

Below provides some examples of minor, medium and serious Agreement breaches and the likely course of action.

The final decision on how we will respond to the Agreement breaches rests with our Expedition Manager in the Expedition country.

If you are required to leave the programme, you will be responsible for any additional costs incurred by you for your onward travel.

Offence	1 st	2 nd	3 rd
General bad conduct	Verbal warning	Written Warning	Termination
Poor punctuality	Verbal warning	Written Warning	Termination
Faliure to follow rules or instructions	Written Warning	Termination	
Failure to attend an acitivity without reason	Written Warning	Termination	
Being rude, unfriendly or disrespectful	Verbal warning	Written Warning	Termination

Not upholding the reputable name of Raleigh International and its partners	Written Warning	Termination	
Disrespecting or potentially harming any animals	Verbal warning	Written Warning	Termination
Minor breach of safety rules	Verbal warning	Written Warning	Termination
Minor damage or misuse of company property	Written warning	Termination	
Discrimination in any fom	Written warning	Termination	
Breach of child protection policy	Written warning	Termination	
Theft	Termination		
Drinking	Written warning	Termination	
Malicious damage to company property	Termination		
Assault	Termination		
Negligent performance of duties with serious consequences to property or life	Termination		
Serious breach of the safety rules (especially at night)	Termination		
Under the influence of illegal substances	Termination		
Relationship between staff, community member or VM and venturer	Termination		

6. Conclusion

The success of the program relies on participants showing respect to one another and to all members of the communities. In a cross-cultural exchange, the consequences of inappropriate behaviour can be difficult for participants to predict or fully understand, especially given their limited time involved. Actions that may seem reasonable to one person, or a small group, can sometimes jeopardize the entire program. To prevent such issues, all participants are required to adhere to this Agreement. We have found that this is essential for ensuring a successful program.

7. Agreement

I have read and fully accept the above. The information I have provided to Raleigh International to date is, to the best of my knowledge true and accurate. In signing this agreement, I confirm my acceptance of a place on a Raleigh International Programme and agree to the above Raleigh Behaviours and expectations.

SIGNED.....

DATE.....

CYCLE.....