**Attachment 2**

**ICT Volunteer Programme 2024**

**In collaboration with APT and NIA**

 **Application and Request Survey Form**

**▶ Request Survey**

If you wish to join into ICT Volunteers, you are requested to fill out this form precisely stating your organization’s demand. Please note that volunteers will be recruited according to the needs and demands of our partner organizations.

Therefore, **it is essential that this Request Survey is completed with full details** and returned to us before **14 April, 2024. (KST 24:00)**

Once request surveys are collected, we will evaluate which organizations are apt for dispatching ICT Volunteers. The process is expected to early in May. NIA will contact your organization if it is selected before dispatching our volunteers.

**▶ Contact**

If you have any further questions about the programme, please do not hesitate to contact us.

**National Information Society Agency (NIA)**

Department of Global ICT Cooperation

Global Academy

Mr. Kangmin Jang

·Email : kiv@nia.or.kr

·Tel : +82-2-6191-2073 / 2030

(from 9:00 a.m. to 6:00 p.m. in Korean time)

**Turn to next page to fill out the application form**

**1. General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of country** | *(full name)* | **Capital city** | *(full name)* |
| **First language** |  | **Second language** | *(if available)* |
| ***Organization*** |
| **Name of organization** | *(full name)* |
| **Type of organization** | [ ]  Government | [ ]  IAC (Information Access Center)  |
| [ ]  Primary School[ ]  High School | [ ]  Middle School[ ]  University  |
| [ ]  Public sector | [ ]  Private sector |
| [ ]  NGO | [ ]  Other ( ) |
| **Address of organization** |   |
| **Description of organization** | *(Briefly describe your organization’s main activities as well as history, size, role, etc.)* |
| Website |   |
| **Coordinator for volunteers****(Main contact point)** | Name | *(full name)*(Mr./Ms.) |
| Position |   |
| English proficiency | [ ]  Poor [ ]  Intermediate [ ]  Fluent |
| Mobile | *(including country code)*(+000) 000-000-0000 |
| Office | *(including country code)*(+000) 000-000-0000 |
| Email | *(provide two emails, if available)*Mail 1: abc@def.com Mail 2: qwer@qwer.com |
| SNS | [ ]  WhatsApp [ ]  Instagram [ ]  Kakao Talk |
| ID:  |
| **Final decision maker** | Name | *(full name)*(Mr./Ms.)  |
| Position |   |
| Mobile | *(including country code)*(+000) 000-000-0000 |
| Office | *(including country code)*(+000) 000-000-0000 |
| Email | *(provide two emails, if available)*Mail 1: abc@def.com Mail 2: qwer@qwer.com*)* |
|  **Program method** | ✓ **ONLINE**The Online participation is the default mode |
| [ ]  Willing to **ON-SITE dispatch,** if selected by NIA1. The ON-SITE program is based on the ONLINE program.
2. The ON-SITE program is optional, and it can only take place if both the volunteers and the organizations agree.
3. The ON-SITE program is determined by NIA. The participants are selected based on well-crafted and detailed application forms as well as effective communication engagement from the ONLINE teams.
4. The ON-SITE team will conduct half of the volunteer service period in an ONLINE and the remaining half in an ON-SITE.
 |
| [ ]  ICT Training [ ]  ICT Project [ ]  ICT Training + Project1. ICT Training: Education through AI (Basic AI, Chat GPT, LLM, etc), Programming (Arduino, Python, scratch, etc.), Graphic design (Photoshop, video editing, etc.), OA (Word, PowerPoint, Excel, etc.), and Others.
2. ICT Project: Advancement of ICT-related projects, including Website building, Mobile app development and Others (Smart farm, Enhancing student ID system, Diabetes Patient Classification, Visualization Project etc.)
3. In the event of insufficient demand from volunteers, it is important to note that only one (IT Training or IT Project) may be conducted, despite applying for both fields.
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| **Program Period** | [ ]  2 weeks [ ]  3 weeks [ ]  4 weeks *(It refers to the total duration, including both ONLINE and ONSITE periods)* |

**2. ICT Training**

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| IT volunteers provide education through **AI** (Basic AI, Chat GPT, LLM, etc), **Programming** (Arduino, Python, scratch, etc.), **Graphic design** (Photoshop, Video editing, etc.), **OA** (Word, PowerPoint, Excel, etc.), and Others.**※ NOTE**Please fill out **ALL** fields of interest below and indicate which areas in each field your organization would like to receive training on. You may **refer to the sample below** for possible training fields. |
| **Online Class** | **Subject** | [ ]  AI [ ]  Programming [ ]  Graphic design [ ]  OA [ ]  Others (\_\_\_\_\_) |
| * Class level

[ ]  Basic [ ]  Intermediate [ ]  Upper Intermediate [ ]  Advanced |
| **Site** | [ ]  At home [ ]  Class room |
| **Device** | [ ]  Laptops [ ]  Tablets [ ]  Mobile [ ]  Uncertain |
| * How many trainees per device

[ ]  1 trainee [ ]  2 trainees [ ]  3 to 5 trainees [ ]  6 to 10 trainees[ ]  Whole class [ ]  Others ( ) |
| * Availability of Webcam and Microphone

[ ]  Webcam + Microphone [ ]  Microphone ONLY [ ]  Webcam ONLY |
| * Network (Internet) speed

[ ]  385kbps to 1Mbps [ ]  1 to 2Mbps [ ]  2 to 10Mbps [ ]  10 to 100Mbps [ ]  100Mbps or above [ ]  Others(\_\_\_\_) |
| **Coordinator** | * Number of coordinators able to assistance**.**

[ ]  NONE [ ]  1 [ ]  2 [ ]  3 [ ]  Others(\_\_\_\_) |
| **Trainee** | **Expected trainees** | [ ]  1 ~ 20 [ ]  21 ~ 30 [ ]  31 ~ 40 [ ]  41 ~ 50 [ ]  50 above |
| **Expected group** | [ ]  Students [ ]  Residents [ ]  Government Officials [ ]  Office workers [ ]  Others ( ) |
| **Expected age** | [ ]  Under 10 [ ]  11 ~ 15 [ ]  16 ~ 20 [ ]  20 ~ 30 [ ]  30 above |
| **Expected trainees level** | * ICT Knowledge

[ ]  Basic [ ]  Intermediate [ ]  Upper Intermediate [ ]  Advanced |
| * English proficiency

[ ]  Poor [ ]  Intermediate [ ]  Fluent* **If you have chosen Poor**, please describe how to run class

[ ]  Provide English interpreter [ ]  Provide Korean interpreter[ ]  Others ( ) |

**3. ICT Project**

|  |
| --- |
| IT volunteers contribute to the advancement of ICT-related projects and provide consultation in certain ICT fields to meet the particular needs of the organization. This includes website building, mobile app development, and other projects (e.g., smart farm, enhancing student ID system, diabetes patient classification, data visualization project, etc.). |
| **Project type** | * + - * What type of ICT Project does the organization want

[ ]  Website building [ ]  Mobile application development[ ]  Others (\_ \_\_\_\_\_)*(If you have chosen 'Others', kindly provide detailed elaboration on your initiative category to aid us in formulating the projects.)* |
| * Write the title of the ICT Project

  |
| **Project purpose** | *Note: Please take note of the introduction page attached. A detailed project purpose will result in maximum utility.* |
| **Project details** |  |
| **Project requirements** | *(Please list the equipment needed for this project.)*  |
| **Status of Resources and Infrastructure** | *(Please list the resources and infrastructure, such as server, network, etc., that the organization have.)*  |
| **Expected outcome(s)** |  |

|  |
| --- |
| **Do you require ICT training regarding the content while working on an IT project?** [ ] Yes[ ] No**If you check Yes**, please complete the following information. |
| **Online Class** | **Site** | [ ]  At home [ ]  Class room |
| **Device** | [ ]  Laptops [ ]  Tablets [ ]  Mobile [ ]  Uncertain |
| * How many trainees per device

[ ]  1 trainee [ ]  2 trainees [ ]  3 to 5 trainees [ ]  6 to 10 trainees[ ]  Whole class [ ]  Others ( ) |
| * Availability of Webcam and Microphone

[ ]  Webcam + Microphone [ ]  Microphone ONLY [ ]  Webcam ONLY |
| * Network (Internet) speed

[ ]  385kbps to 1Mbps [ ]  1 to 2Mbps [ ]  2 to 10Mbps [ ]  10 to 100Mbps [ ]  100Mbps or above [ ]  Others(\_\_\_\_) |
| **Coordinator** | * Number of coordinators able to assistance**.**

[ ]  NONE [ ]  1 [ ]  2 [ ]  3 [ ]  Others(\_\_\_\_) |
| **Trainee** | **Expected trainees** | [ ]  1 ~ 20 [ ]  21 ~ 30 [ ]  31 ~ 40 [ ]  41 ~ 50 [ ]  50 above |
| **Expected group** | [ ]  Students [ ]  Residents [ ]  Government Officials [ ]  Office wokers [ ]  Others ( ) |
| **Expected age** | [ ]  Under 10 [ ]  11 ~ 15 [ ]  16 ~ 20 [ ]  20 ~ 30 [ ]  30 above |
| **Expected trainees level** | * ICT Knowledge

[ ]  Basic [ ]  Intermediate [ ]  Upper Intermediate [x]  Advanced |
| * English proficiency

[ ]  Poor [ ]  Intermediate [ ]  Fluent* **If you check Poor**, please describe how to run class

[ ]  Provide English interpreter [ ]  Provide Korean interpreter[ ]  Others ( ) |

**4. Cultural Experience Request**

|  |  |
| --- | --- |
| Request for Korean cultural experience  | [ ]  Yes [ ]  No |
| Subject (if selected “Yes” above, Multiple responses possible) | [ ]  K-Pop [ ]  K-Food [ ]  K-Culture[ ]  Korean [ ]  Others ( ) |

**5. ON-SITE dispatch Survey** (Only if you answered YES to ON-SITE dispatch on page 3)

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| ***Accommodations for Volunteers*** |
| **Available accommodations** | * Is your organization able to provide accommodations?

[ ]  Yes [ ]  No |
| * If not, please check available accommodations:

[ ]  Airbnb [ ]  Youth hostel [ ]  Hotel [ ]  Dormitory[ ]  Homestay [ ]  Rental apartment [ ]  Others ( ) |
| **Cost of accommodations****(for entire stay)** | *Note: Please specify whether cost is per day, week, or month.**USD (per )* |
| **Distance from Office** | *km* |
| **Daily****transportation to Office** | * Is your organization able to provide transportation?

 [ ]  Yes [ ]  No |
| * If not, please state:

- Recommended transportation: (ex. bus)- Round-trip fare: USD (for four people) |
| ***Risk Assessment*** |
| **What kinds of hazards is your organization prone to?** | *Note: Please check all hazards to which your organization is prone.* |
| [ ]  Power failure (electricity, gas, etc.) | [ ]  Fire |
| [ ]  Earthquake, volcanic eruption | [ ]  Flood, tsunami |
| [ ]  Cyclone, Tornado | [ ]  Mudslide, landslide |
| [ ]  Others ( ) |  |
| **Available emergency procedures or drills** | [ ]  Power failure (electricity, gas, etc.) | [ ]  Fire |
| [ ]  Earthquake, volcanic eruption | [ ]  Flood, tsunami |
| [ ]  Cyclone, tornado | [ ]  Mudslide, landslide |
| [ ]  Others ( ) |  |
| **Frequency of emergency drills per month** | [ ]  Do not conduct emergency drills | [ ]  1 to 2 |
| [ ]  3 to 4 | [ ]  5 or more |
| If volunteers are dispatched to your organization, it will be mandatory for the organization to conduct emergency drills concerning all hazards for the volunteers.[ ]  I understand and agree to conduct emergency drills for the volunteers. |
| **Available facilities and distance from Office** | ① Health service room/nurse’s room | Distance: \_\_\_\_\_\_\_\_\_\_\_\_ km |
| ② Hospital |  Distance: \_\_\_\_\_\_\_\_\_\_\_\_ km |
| ③ Fire Department | Distance: \_\_\_\_\_\_\_\_\_\_\_\_ km |
| ④ Police Department | Distance: \_\_\_\_\_\_\_\_\_\_\_\_ km |
| ⑤ Onsite security office | Distance: \_\_\_\_\_\_\_\_\_\_\_\_ km |

**6. Photo Attachments (REQUIRED)**

1. **Pictures of your organization (full view)**
2. **Pictures of the expected ICT project or training facility**
3. **Pictures of Internet and computer facilities at your organization**

**[ Program Recommendations ]**

Program-related Alerts

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| **All classes are conducted in English, so it is essential for recruited tutees to have proficient communication skills in English. In cases where a tutee encounters difficulty in English communication, having a coordinator who can facilitate interpretation between Korean and the local language or between English and the local language can enhance the effectiveness of education.** |

|  |
| --- |
| **I hereby attest to the accuracy and truthfulness of the information provided in this survey.****I acknowledge that any inaccuracies may impact the selection process for the dispatch of the 2024 World Friends Korea IT Volunteers from our organization.**양식의 맨 위**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Institution Director’s Printed Name and Signature) |

 **Thank you for your cooperation.**