**PEACE CORPS VOLUNTEER REQUEST FORM**

Thank you for your interest to receive a Peace Corps Volunteer. You must complete this form in its entirety and in detail in order to be considered to receive a volunteer. Please submit the completed application to Youth Development Program Manager Stepan S’hoyan at [sshoyan@peacecorps.gov](mailto:sshoyan@peacecorps.gov).

**GENERAL INFORMATION ON REQUESTING LOCAL PARTNER organization**

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| **Name of Requesting Organization** |  |
| **Address (Street, Community, Marz)** |  |
| **Director’s Name** |  |
| **Phone numbers/ Email** |  |
| **Counterpart’s Name** |  |
| **Phone numbers/ Email** |  |

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|  |  | **Type of organization:**  National Government Agency  Non-Government Organization    High School  Other: *(Please specify)*­­ |

**Describe the mission of your organization, and a brief history of your work and projects.**

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| **Number of Employees (paid and volunteer)** | | **Number of Volunteers/ Intl Vols and Members** | |
| Female |  | Female |  |
| Male |  | Male |  |

**What are your organizations working days and hours?**

**Days of the week:**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Hours per day:**

**CURRENT PROJECTS/ COLLABORATION**

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| **#** | **Current projects or activities name** | **Please indicate the timeframe – starting and ending** | |
| **Start (month/year)** | **End (month/year)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Collaboration**

**With which International, Local, Governmental and Non-Governmental organizations do you cooperate? Please list partner organizations for the last 3 years and ones you would like to develop partnership with.**

**Please list some other active local organizations and NGOs that are in your community.**

**VOLUNTEER ASSIGNMENT**

**List activities or project areas you would like a volunteer to work on in your organization, implementation period and the desired outcome. (Please, remember that the volunteer should not take the place of the local staff member). *(Please use additional sheet, if necessary)***

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| **Objectives of Volunteer Assignment** | **Implementation Period** | **Expected Outcome** |
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**Describe, what professional skills and knowledge the volunteer should have, to be successful in your organization.**

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| **Knowledge** | **Skills** |
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**SUPPORT TO BE PROVIDED TO THE VOLUNTEER**

**List the functional resources your organization has and whether the volunteer will be able to use them.**

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| **Resources** | **Available for the volunteer to use** | |
| **Yes** | **No** |
| **Computer** |  |  |
| **Access to Internet** |  |  |
| **Facility with dedicated program space for club activities for minimum 15 young people room for clubs and trainings** |  |  |
| **Office supplies** |  |  |
| **Work Space for the Volunteer (desk, chair)** |  |  |
| **Other resources, please list** |  |  |
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**Describe, what challenges you think the volunteer will face in your organization.**

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**Counterpart INFORMATION**

**For effective collaboration between volunteers and host organizations, Peace Corps requires that each volunteer have a counterpart. Identify at least two potential counterparts and provide the following information.**

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| --- | --- | --- | --- | --- | --- |
| **Name & Surname, Position** | **Years with the organization** | **Phone number** | **English Proficiency** | | |
| **Beg** | **Int** | **Adv** |
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**Describe what role the counterpart currently has in your organization.**

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**Describe why you think this person can be a good counterpart for the volunteer.**

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**ԽԿ կամավորի բնակարանը | PCV housing:**

Հյուրընկալող ընտանիքները կարևոր դեր են խաղում կամավորների ծառայությունը լիարժեք և արդյունավետ դարձնելու գործում: Հյուրընկալող ընտանիքներն օգնում են կամավորներին հարմարվել մշակութային նոր միջավայրի իրողություններին, ինտեգրվել համայնքի առօրյա կյանքին և խոսել հայերեն:

Հայաստանում Խաղաղության կորպուսի կամավորների հյուրընկալող ընտանիքում, ծառայության առաջին երեք ամիսների ընթացքում (մոտավորապես հունիս-օգոստոս ամիսներին), բնակվելը պարտադիր պայման է։ Խնդրում ենք ձեր համայնքից (այն գյուղից, քաղաքից, որտեղ գտնվում է ձեր կազմակերպությունը) երաշխավորել առնվազն երեք հարգանք վայելող և օրինապահ հյուրընկալող ընտանիքներ, որոնք այդ ամիսների ընթացքում կարող են անվտանգ, ջերմ և հյուրընկալ օթևան ապահովել կամավորի համար: Կամավորները պետք է ունենան իրենց առանձին ննջասենյակը, իսկ տունը պետք է գտնվի ձեր աշխատավայրից ողջամիտ հեռավորության վրա կամ հասանելի լինի հասարակական տրանսպորտով (10-20 րոպե): Կազմակերպության տնօրենը և գործընկերը չեն կարող հանդիսանալ որպես հյուրընկալող ընտանիք:

Host families have a central role in making the service of volunteers complete and effective. Host families help volunteers adapt to the realities of a new cultural environment, integrate into the daily life of the community, and speak Armenian.

Peace Corps Armenia requires that Volunteers live in a host family during the first three months at site (approximately June – August). Please recommend at least three, well-respected, law-abiding host families in your community (in the area (village, town, city) where the organization is located) who could provide a safe, warm and welcoming home for the Volunteer during that time. Volunteers need to have their own bedroom, and the home needs to be within a reasonable distance of your workplace, or accessible by public transportation (10-20 min.).The organization’s director and counterpart cannot serve as host families.

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| **Անուն և ազգանուն |  Name & Surname** | **Հասցեն | Address** | **Հեռախոսի համարներ | Phone numbers** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

Հյուրընկալող ընտանիքից դուրս գալուց հետո, կամավորները առանձին տուն/բնակարան են վարձակալում։ Խնդրում ենք նշել բնակարանների երեք հասցե, որոնք հավանական է վարձակալության տրվի կամավորին։ | At the end of the host family stay, the Volunteer may choose to live alone in a separate house/apartment. Please, identify three potential houses/apartments that would be available for rent to the PCV.

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| **Տանտիրոջ Անուն և ազգանունը |**  **Landlord’s Name & Last name** | **Հեռախոսի համարներ |**  **Phone numbers** | **Հասցեն | Address** |
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**Community Information**

|  |  |
| --- | --- |
| Population number |  |

**Transportation**

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| --- | --- | --- | --- | --- | --- |
| To | Distance | Types | Frequency | Duration (hr,min) | Cost |
| Marz center | km | Bus |  |  |  |
| marshutka |  |  |  |
| Nearby city  Name: | km | bus |  |  |  |
| marshutka |  |  |  |
| Yerevan | km | bus |  |  |  |
| marshutka |  |  |  |

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| --- | --- | --- | --- |
| **Community Resources** | **Yes** | **No** | **Notes** |
| Post |  |  |  |
| Food markets/shops |  |  |  |
| General Stores |  |  |  |
| Public library |  |  |  |
| Culture centers/ houses |  |  |  |
| Schools, other educational institutions |  |  |  |
| Internet service |  |  |  |
| Banks/branches |  |  |  |
| Polyclinic/health center |  |  |  |
| Hospital |  |  |  |
| Police Station |  |  |  |
| Availability of houses for rent |  |  | /approximate price for a month/ |

**Other important information about your community that will help us in decision making.**

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**signature page**

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|  | | | |
| Directors name & surname | | | |
| Director’s signature | | | |  |
|  |
| Date | |  |

Thank you for completing this application. We will review your application along with those submitted by other organizations. If your application meets our requirements, Peace Corps staff member will visit your site to talk more about mutual expectations, roles and responsibilities and the possibility of placing a volunteer with your organization. Please note that this application is not a guarantee that a PCV will be placed in your organization.