



The Chow Foundation Volunteer Policy

Version 1: March 2025

Authorised by the CEO of the Chow Foundation

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Executive Summary

The Chow Foundation is a community-focused not-for-profit organisation dedicated to cultivating thriving, empowered communities in Lae and the Morobe Province of Papua New Guinea. Our work is guided by strong family values and the belief in collective action to create sustainable change.

Since our inception, volunteers have been integral to our success. Whether supporting youth in sports, assisting educational initiatives, or contributing to public health awareness, volunteers bring energy, creativity, and local knowledge that drive our mission forward.

This Volunteer Policy is designed to provide clear guidance and expectations for current and prospective volunteers. It outlines:

- Our purpose, values, and areas of focus
- The roles and responsibilities of volunteers
- The support systems and documentation required
- The principles that govern volunteer engagement with the Foundation

We thank our volunteers for their continued commitment to community empowerment and positive change.

About the Chow Foundation

The Chow Foundation, deeply rooted in Papua New Guinea, proudly carries the legacy of Sir Henry Chow's esteemed family. Established out of a deep love for Papua New Guinea and a strong commitment to giving back, the foundation reflects Sir Henry's enduring legacy. For over 60 years, the Chow family has been a cornerstone of PNG, recognized for their significant contributions to business and philanthropy.

Founded by Ian Chow, MBE, and now led by his son John Chow, the foundation is dedicated to transforming community life through early childhood education initiatives and steadfastly supporting the well-being of Papua New Guineans.

The Chow Foundation operates in Lae, Morobe Province, Papua New Guinea. We partner with the private sector, government, individuals, schools, NGOs, and local institutions to design and implement initiatives that promote long-term development, well-being, and inclusion.

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We value the skills, experience, and cultural understanding that local and international volunteers bring to our work. Our programs are tailored to address real-world challenges, and we are proud to support initiatives that are both impactful and sustainable.

Vision, Mission, and Core Values

Vision:

To foster flourishing communities by addressing critical needs in education, health, and sports.

Mission:

To cultivate thriving communities where every individual is empowered and guided by the principles of family values and collective empowerment.

Core Values:

- **Equity and Inclusion** – Creating opportunities for individuals to reach their full potential.
- **Integrity** – Operating with transparency and ethical responsibility.
- **Collaboration and Partnership** – Engaging all members of the community regardless of background.
- **Collaboration** – Partnering with local leaders and stakeholders to ensure lasting impact.
- **Sustainability** – Building programs that can be maintained and led by the community itself.

Key Focus Areas and Activities

The Chow Foundation designs and implements programs that support:

Early Childhood Education:

- Tutoring programs, literacy workshops, and classroom support
- School resource drives and infrastructure improvements
- Mentorship and leadership training for youth
- Improve the level of literacy rates in Lae, Morobe Province

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Health:

- Awareness campaigns on hygiene, nutrition, and disease prevention
- Community health talks and outreach support
- Partnerships with local health clinics and service providers
- Procurement of essential items such as consumables for local establishments

Sports:

- Youth engagement through football, rugby, and netball
- Talent development programs and coaching support
- Inclusive sports initiatives for girls and marginalised groups

These activities are designed to strengthen community bonds, enhance quality of life, and empower individuals to make meaningful contributions to society.

Management Structure

The Chow Foundation is overseen by a Board of Directors, which is responsible for providing strategic direction, overseeing financial matters, and evaluating programs. A team of coordinators and project leads carries out the implementation of programs.

Volunteer involvement is managed by:

- **Volunteer Coordinator** – Handles onboarding, documentation, and volunteer placement
- **Program Leads** – Guide volunteers within specific projects or activities
- **Support Staff** – Assist with logistics, event planning, and communications

Clear reporting lines and regular meetings ensure that volunteers are supported and that their contributions align with project goals.

Becoming a Volunteer

We welcome volunteers from all backgrounds who share our values and commitment to community development. Volunteering opportunities are available in short-term and long-term formats, with flexible scheduling to suit your availability.

Benefits of Volunteering with Us:

- Hands-on experience in community development
- Opportunities for skill-building and leadership
- Connections with a network of passionate and engaged individuals
- Contribution to sustainable change in local communities

All volunteers are provided with orientation and training relevant to their role.

Volunteer Roles and Opportunities

Volunteers may contribute in the following ways:

Education Initiatives:

- Tutoring students in core subjects (literacy, numeracy, science)
- Supporting classroom teachers with lesson preparation
- Organising reading circles or homework clubs

Health Programs:

- Supporting public awareness events
- Assisting with health education material distribution
- Helping coordinate mobile outreach activities

Sports Engagement:

- Coaching youth teams or assisting in training
- Organising local tournaments or competitions
- Leading inclusive physical activity programs for children and teens

Support and Admin Roles:

- Event planning and logistics
- Photography, content creation, and social media management

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- Data entry and record keeping

Community Engagement and Publicity

The Chow Foundation actively engages with the public to raise awareness about our work and advocate for community wellbeing. Volunteers may support this work by:

- Contributing to newsletters and blogs
- Managing our social media channels
- Documenting success stories and community impact
- Creating educational posters or campaign materials

We also host and participate in community days, cultural festivals, and sports tournaments—providing volunteers with diverse opportunities to engage directly with local residents.

Volunteer Agreement

The Volunteer Agreement is a formal understanding between the Chow Foundation and its volunteers. It defines expectations for ethical conduct, commitment to the Foundation's values, and a shared responsibility to uphold the wellbeing and dignity of all individuals involved in our programs.

Volunteers are expected to act professionally at all times, both during in-person events and in digital communications. The Chow Foundation operates on principles of inclusivity, equity, and respect. Volunteers should create a welcoming environment and refrain from using language or exhibiting behavior that could be perceived as discriminatory, harassing, or exclusionary. When engaging with members of the public or fellow volunteers, it is essential to be patient, courteous, and mindful of cultural sensitivities.

All information accessed during your volunteer role—including personal stories, organisational plans, or confidential records—must be treated with the highest level of confidentiality. Volunteers are trusted partners, and the integrity of our work depends on safeguarding sensitive material.

Photography and other media content should be used to amplify the voices and successes of the communities we serve. Volunteers must seek consent before capturing or sharing any photos or recordings, particularly involving children. Any content intended for public use must be reviewed and approved by the Foundation's communications team.

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Conflicts of interest should be disclosed early. Volunteers may not use their position to promote external business or political interests. Additionally, no volunteer should present themselves as a spokesperson for the Foundation unless officially designated to do so.

While participating in Foundation programs, volunteers may have access to equipment, information systems, or logistical support. These resources must be used appropriately and returned in good condition. Misuse or negligence may result in disciplinary action.

It is acknowledged that volunteering is not a contract of employment. Participation is offered in good faith and may be ended by either the Foundation or the volunteer with appropriate notice. The Foundation reserves the right to dismiss any volunteer who violates this agreement or poses a risk to the well-being of the communities we serve.

Volunteers are encouraged to maintain open lines of communication with their Volunteer Coordinator or designated supervisor. We welcome and value questions, suggestions, and feedback, as they are vital to our shared success. By fostering trust and professionalism, we ensure that our work is meaningful, impactful, and sustainable.

Acknowledgment

By signing below, I confirm that I have read, understood, and agree to abide by the terms outlined in the Chow Foundation Volunteer Policy and Agreement. I understand that failure to follow these standards may result in the termination of my involvement with the Foundation.

Signature: _____

Full Name (Printed): _____

Date: _____

Please return this signed agreement and all required documentation to:

Email: admin@chowfoundation.org

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