

Chiyoda International Volunteer Bank



What is the Chiyoda International Volunteer Bank (CIVoB)?

This program registers volunteers who wish to promote cross-cultural exchange in the community and introduces them to groups and individuals who need language-related assistance or help at international and multicultural events.

Description of Activities

Interpretation, translation, Japanese-language learning support, tour guides, assistants for various events, etc. There is a wide range of activities.

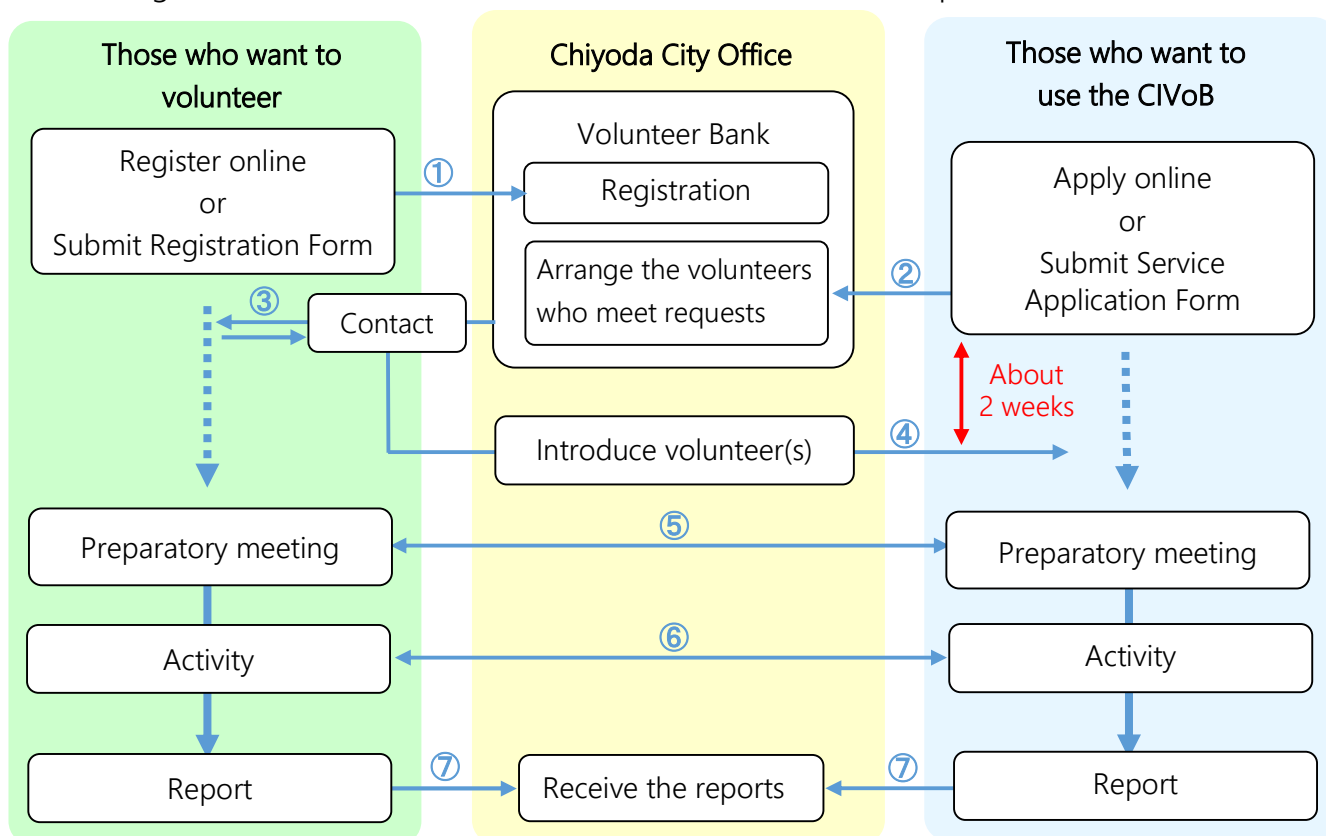
(Examples of past activities)

Japanese conversation practice for children with foreign roots, assistance in classes for int'l students, interpreting parent-teacher conferences, etc.



How to use the CIVoB

We arrange and introduce volunteers to those who need some help.



Those who want to volunteer

- How to register : Please register online or visit the counter on the 6th floor of the Chiyoda City Office to submit the Registration Form. There will be a quick interview lasting about 10 minutes.



Online Registration



Format



Those who want to use the CIVoB

- How to use : Please apply online, submit the Service Application Form at our counter on the 6th floor of the Chiyoda City Office, or e-mail, fax, or post it to the Chiyoda City Office, and let us know what kind of help you need.

After the application is received, we will introduce you to volunteer(s) and give you their contact information.



Online Application



Format

Notes

- Activities shall take place in Chiyoda City.
- Any commercial, political, or religious activities are not allowed.
- Our receiving your application does not guarantee your registration.
- Registering and applying is free. Activities should be performed free of charge. However, users (those who want to use the CIVoB) are responsible for transportation, entrance fees, and other costs associated with the activity.

For those who want to continue volunteering

We may not be able to connect volunteer(s) with user(s) in a timely manner if there are few requests for use or if we cannot find volunteer(s) who meet the requirements. If you wish to do more volunteering, please contact the Chiyoda Volunteer Center, listed below.

Chiyoda Volunteer Center (Chiyoda Social Welfare Council)

The center has information about other volunteer groups and provides consultation and seminars for volunteers.

Address: Kagayaki-plaza 1 -6-10, Kudan-minami, Chiyoda-ku, Tokyo

Zip Code: 102-0074 TEL: 03-6265-6522

FAQ

■Registration and Use

【Q1】 Can anybody register for and take part in the CIVoB program?

【A1】 Yes, anybody can register and take part in the CIVoB program, **except those who intend to use it for commercial, religious, or political activities.**

【Q2】 How much does it cost to register for and participate in the CIVoB program?

【A2】 No charge is required. Activities should be performed **free of charge**. However, **users (those who want to use the CIVoB) are responsible for transportation, entrance fees, and other costs associated with the activity.**

【Q3】 When does my registration expire?

【A3】 **In three fiscal years**, including the year you registered.

【Q4】 Can I renew my registration after it expires?

【A4】 Yes, you can. We will ask you whether you wish to renew your registration at least one month before the date of expiry. So, please check and confirm the contents of the notice.

【Q5】 Is it possible to change or correct my personal information after registering?

【A5】 Yes. Please send us an e-mail or give us a call to let us know the updated information. You can also make a correction in person at the counter.

■Volunteer Activities

【Q6】 What if troubles arise during the volunteer activity?

【Q6】 **In principle, the parties should aim to resolve their issues through negotiation with one another.** On the other hand, please do not hesitate to contact us if you need our help.

In addition, insurance for volunteers is available to cover injuries and liability for damages caused by any mishaps during volunteer activities. For details, please contact the Chiyoda Volunteer Center (Chiyoda Social Welfare Council).

【Q7】 Do volunteer activities always have to be done in Chiyoda City?

【A7】 In principle, activities shall take place **in Chiyoda City**. If you wish to conduct activities outside the district, please consult with us.

【Q9】 What do I need to do after finishing the volunteer activity?

【A9】 Please kindly **make a report** online or submit the Report Form at our counter, or send it by e-mail, fax, or post to the Chiyoda City Office **within 10 days** of the date of activity.



Online Report



Format

Inquiry / Submission

Internationalization Policy, Peace and Gender Equality Division, Chiyoda City Office

■ Address: 1 -2-1, Kudan-minami, Chiyoda-ku, Tokyo Zip: 102-8688

■ TEL: 03-5211-4165 / FAX: 03-3264-1466

■ Office hours: Monday through Friday from 8:30a.m. to 5:00p.m.

■ E-mail: kokusaidanjo@city.chiyoda.lg.jp (Please put "**CIVoB**" in the subject line.)