

# Chiyoda International Volunteer Bank



What is Chiyoda International Volunteer Bank (The CIVoB) ?

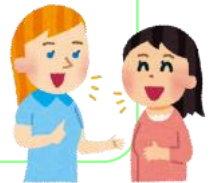
The CIVoB supports foreigners living and working in Chiyoda Ward. We would like to contribute to international friendship.

## Description of Activities

Interpreters, Translators, Assistants in Japanese language, (tour) Guides, Helpers in various events, etc... There is a wide range of the activities.

(Examples of the activities that has been done:)

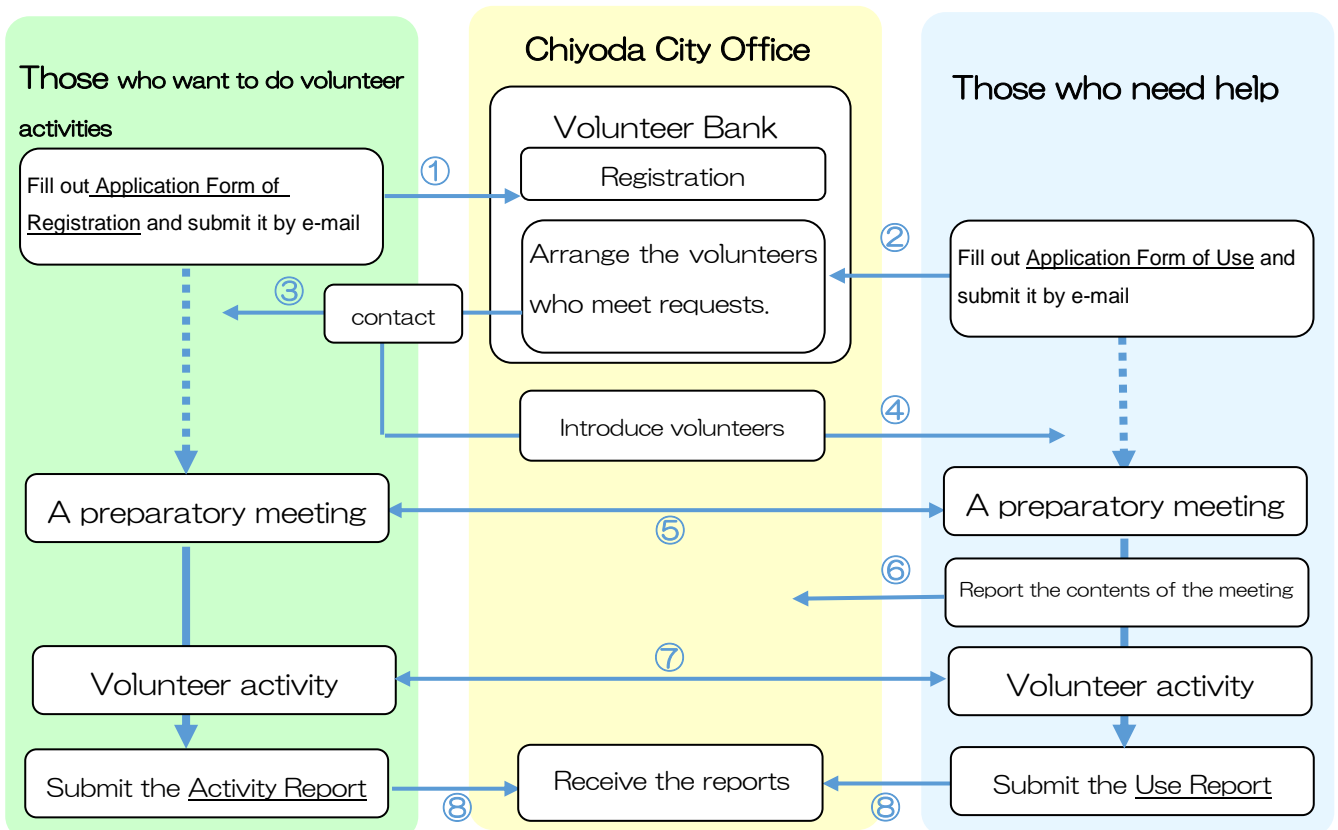
A course for Licensed Guide at the university, teaching Japanese language, Interpreting parent-teacher conference, facility tours.



## How to use The CIVoB

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

Procedures :



### Those who want to do volunteer activities

○ How to register : Please fill out the Application Form of Registration and submit it to Chiyoda City Office.

Please send the application form via e-mail to the following address. [✉:kokusaidanjo@city.chiyoda.lg.jp](mailto:kokusaidanjo@city.chiyoda.lg.jp)

### Those who want to use The CIVoB

○ How to use : Please fill out the Application Form of Use and submit it to Chiyoda City Office and describe what kind of help you need.

Please send the application form via e-mail to the following address. [✉:kokusaidanjo@city.chiyoda.lg.jp](mailto:kokusaidanjo@city.chiyoda.lg.jp)

※You can get an application form in our web site.(URL is below.)

※Basically, volunteer activities are available only in Chiyoda Ward.

### Notes

#### ○ For those who want to use The CIVoB

- The area of operations for volunteer activities shall be Chiyoda Ward.
- You are unable to use The CIVoB for any commercial activities aimed at profit-making, religious proselytization or political activities.
- There is no remuneration although you may be reimbursed for transportation expenses.



### For those who want to do volunteer activities more.

Chiyoda Ward has a supporting system of volunteer activities.

#### Chiyoda Volunteer Center (Chiyoda Social Welfare Council)

This center provides consultation of volunteerism and also have seminars.

Address: kagayaki-puraza 1 -6-10, Kudanminami, Chiyoda-ku, Tokyo Zip:102-0074

☎03-6265-6522

#### ◎Chiyoda City website

<http://www.city.chiyoda.lg.jp/koho/bunka/bunka/kokusaikoryu/v-bank-e.html>

## FAQ

### ■About Registration and Use

**【Q1】 Can anybody register for The CIVoB? Can anybody receive the service?**

**【A1】** Yes, anybody can register and use the CIVoB file, except those who have a purpose of commercial activities aimed at profit-making, specific religious proselytization and/or political activities.

**【Q2】 What is the procedure following my registration?**

**【A2】** Please come to our counter and submit the *Application for Registration of CIVoB* (including a quick interview for 15minutes)

Submit to	Chiyoda City International Peace and Gender Equality Division
How to submit	You can fill in the <i>Application for Registration of CIVoB</i> at our counter or try to down load from your computer and bring it to our counter.
Office hour	Monday through Friday from 8:30a.m. to 5:00p.m(Reserved basis)

Remark: Our receiving your application never means to guarantee your registration.

**【Q3】 What is the procedure following my application?**

**【A3】** ①Please submit the *Application for CIVoB Service*.

How to submit	<u>E-mail, FAX or mailing</u> (Please send it to the address shown at the end of this brochure) You are able to try to download the form, the <i>Application for CIVoB Service</i> .
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Remark: Our receiving your application never means to guarantee your application.

→ ②We arrange and introduce the volunteers who meet your requests. We will give you name and phone number of the volunteers.

(The application is to be submitted at least 2weeks in advance)

→ ③ Please contact to the person introduced and discuss about details of the activity.

**【Q4】 How much is the registration fee?  
How much does it cost for the usage of CIVoB file?**

**【A4】** No charge is required. As this is a volunteer service, no usage fee is required. However, you need to pay for you and your volunteers' expenses such as transportation, material costs, etc, incurred during the activity.

**【Q5】 Does submitting an application automatically ensure us plenty of volunteer activities?**

**【A5】** It depends on how many people apply for the usage of The CIVoB file. Our receipt of your application does not give any guarantee of plenty of activities constantly. In addition to The CIVoB, you can be informed about volunteer activities at the Volunteer Center.

**【Q6】 When does my registration expire?**

**【A6】** In three (3) fiscal years, including the year you registered.

**【Q7】 After expired, can I update?**

**【A7】** Yes, you can, We will send you a letter about a month before the date of expiry. What you need to do is just to fill in the Reply Sheet and send it back to us.

**【Q8】 Is it possible to change or correct information after the registration?**

**【A8】** Yes. The easiest way is to give us a call first. Then, we will confirm your information and send you a correction sheet. Please fill in the correction sheet using red ink and send it back to us.

#### ■About Volunteer Activities

**【Q9】 What if troubles happen during the volunteer activity?**

**【Q9】** In principle, the parties have to aim to resolve their issues through negotiation with one another. On the other hand, please do not hesitate to contact us when you need our help. Besides, the Event Insurance is available. It will be a promise of reimbursement in the case of loss, damages and/or injuries under the events.  
For details, please see the brochure of Tokyo Metropolitan Social Welfare Council.

**【Q10】 Do volunteer activities always have to be done in Chiyoda Ward?**

**【A10】** In principle, we deal with the activities in Chiyoda Ward. If you wish for the volunteer activity outside the chiyoda ward, please consult with us.

**【Q11】 After the volunteer activity, do I need to submit any kinds of paper such as a report or a questionnaire?**

**【A11】** ① Volunteers : Please kindly fill out the *Activity Report* and turn it in within 10 days from the activity date.  
② Users : Please kindly fill out the *Use Report* and turn it in within 10 days from the activity date.  
※Submission : by one of the following ways ; mailing, e-mail, fax, going to the office in person.

#### Inquiry/Submission

Chiyoda City International Peace and Gender Equality Division

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

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

■ Mail : [kokusaidanjo@city.chiyoda.lg.jp](mailto:kokusaidanjo@city.chiyoda.lg.jp)

(Please fill in the subject: Volunteer Bank)

■ Chiyoda City website :

<http://www.city.chiyoda.lg.jp/koho/bunka/bunka/kokusaikoryu/v-bank-e.html>