

7.2 Bursary Report

Bursary Report for January 2018

Hi All,

A busy and exciting time for Bursary.

Succession Planning

At National Convention in Mudjimba I set out to find someone who might be interested in taking over Bursary. In discussion with several others I had identified that this person should be a current member and ideally approximately between the ages of 35-40.

William Anscombe from Brisbane Valley Apex Club has expressed interest and so I suggested that he accompany me on the Bursary Audit this year. He will do this at his own cost and gives him an opportunity to better understand the Bursary.

Philippines

This year is the bi annual trip to audit the Bursary in the Philippines. I am intending to do this trip in early August and do the Malaysian Convention in KL on the way home.

We now have two new scholars in the program with The San Pablo Women's Club. These are Kimberly whose sponsor will be Southport Club and Maria whose sponsor is PNP Nedd Golding. The only two sponsors without Scholars at the moment is Toowoomba Club and Mathew and Nadi O'Donell. The suggestion is that there sponsorship is directed to Lombok until another two scholars are placed and I hope to do this whilst on the Bursary Audit in August.

Lombok

We have found advertising on a website called Ethical Jobs to be very successful. We have had several good responses.

We now have a Teacher starting in Lombok on the 23rd of Jan. Her name is Linda Lisiecki. She has s from Redcliffe, Qld. She has worked as a volunteer in Cambodia for 4 years.

I have developed a Letter of offer, for the volunteers that outlines clearly the roles and responsibilities of both Apex Bursary and the Volunteer. A copy of Linda's is attached.

Kate Huth and I met with her for a face to face on Wednesday 10th. She is very excited and we both feel that she will be an excellent asset to the program.



I am a member of a business networking group in Toowoomba called Success in Networking SING. The SING members have kindly donated up to \$1500 AUD to purchase a scooter and two new helmets for the Teacher.

Funds

In regards to promoting Bursary to either Clubs, Business's or Individuals the focus is Lombok. This is where we need the funds the most. Once we have filled the currently two available slots for Philippines we will then be in a position to promote it again.

I will no doubt have some pictures and more to report next month on my return from Lombok.

YIA

Craig Martin
Bursary Manager

7.3 Letter of Offer for Lombok Teacher



**Letter of Engagement
VOLUNTEER TEACHER, LOMBOK, INDONESIA**

This Letter of Offer is from:

**Craig Martin
Bursary Manager
Overseas Bursary scheme
On behalf of Apex Australia**

To:

**Linda Lisiecki
Passport No.N5714491**

Date: 11/12/2017

Apex Australia is a vibrant and energetic volunteer service organisation focused on harnessing the ideas, ideals and intelligence of younger Australians aged 18 to 45. We are an authentic Australian icon - established in 1931 and going strong. We have helped more than 200,000 younger Australians make a difference to their community, learn valued skills and make great friends. Apex Australia's Overseas Bursary Scheme has now been running for over 40 years. Our aim is to assist young people of the world to reach their full potential in life by assisting with education.

**Position. Volunteer Teacher
Mataram, Lombok, Indonesia.**

Length of position. 6 months

**Start Date. 24/1/2018
Return Date. 1/7/2018**

Job Description:

Work Hours: Monday to Friday 7am – 1:30pm, all weekends and public holidays are free as are any mandated school holidays, other times off (including exam times) can be organised by negotiation with school management.

Duties and Responsibilities of the Volunteer:

- 1. Work with local teachers to create a supportive set of lessons to enhance spoken English in accordance with the National Curriculum.**
- 2. Deliver and develop English language lessons and materials with the assistance of local teachers.**
- 3. Develop and model different teaching styles in accordance with best practice.**
- 4. Provide a written report by the 7th of each month to the Bursary Manager. This should include photographs and anything that is of interest in your experience as a Volunteer. It is agreed that this report can be made available to the Apex membership and used as seen fit by the Bursary Manager, for Promoting and Marketing the Overseas Bursary Scheme.**

Code of Conduct:

Whilst in the position in Lombok you will be representing Apex Australia. Apex pride themselves on their reputation and there is an expectation that as a volunteer you will represent both Apex and yourself at the professional level that is expected of teachers here in Australia. If this is not adhered to Apex reserves the right to terminate this agreement at any time.

If the term of this agreement is not fulfilled Apex Australia also reserve the right to request reimbursement of costs that they have incurred during this period of the agreement.

On agreement and signing of this offer Apex Australia will provide the following:

Remuneration:

This is a volunteer posting however support and living allowances are provided.

Housing: a furnished house near the school is provided, rent free to the volunteer. It is of sufficient size for visitors should they arrive.

Visa: the cost and support materials for an appropriate visa is included.

Travel insurance: comprehensive travel insurance is provided, this includes medical insurance while in Indonesia.

Airfare: Return economy airfare from the closest international airport to Lombok airport is provided.

Living allowance: an allowance of \$300/month is provided which must also cover consumables at the house.

Transport: as the school is less than 100m from the provided housing no specific transport is provided, however, a motorcycle could be purchased for between IDR 8-10 million or AUD 800-1000 and sold at the end of the assignment for a similar amount. The fuel price is IDR 6,500 / litre or AUD 0.65 / litre.

Telecommunications: Telephone communication is generally very good via landline and mobile phone. Internet access is available with telecommunication providers offering many different packages of internet services.

Other Conditions: a laptop and hard drive of resource material is provided with the house as well as dictionaries and a local mobile handset.

CJ Martin

**Craig Martin
Bursary Manager
Apex Australia**

I agree to the following terms and conditions as outlined in this agreement,

**Sign
Print Name:**

Date: