



## ORDER OF MALTA CARAVAN PROJECT

### The Rules and Regulations of the CARAVAN Project

The CARAVAN Project gives young people the opportunity to spend ten months of voluntary work in Lebanon while learning and practicing the spirit of the Order of Malta. It is a joint project between the Lebanese Association of the Knights of Malta and the German Association of the Order of Malta. Both presidents are supervising the Order of Malta CARAVAN Project.

The program of the CARAVAN project is built upon four pillars: serve, pray, grow and together. The CARAVAN volunteers are given the opportunity to serve the poor and the sick in a community of peers, to learn and live their faith together, learn about Middle Eastern culture and grow as a person in the common challenges of living together in a group. All this takes place under the flag and therefore in unison with the values of the German and Lebanese Associations of the Order of Malta.

Lebanon is a very beautiful country, known for its hospitality, delicious food, and joyous lifestyle. However, it is also a complex and conflicted country with increasing difficulties in many areas, as in the last years the country was especially hit by a socio-economic crisis.

The CARAVAN Project is a sign of hope and friendship for the Lebanese Association of the Order and the people whom the group meets during their stay. The Lebanese and the German Associations of the Order of Malta are watching the situation in the country closely and feel a great responsibility towards the protection of the group. The members of the CARAVAN are obliged to follow the guidelines of the Steering Committee.

The aim of the document is to (1) ensure the safety and wellbeing of the participants and the people they meet, (2) to respect and protect the Order of Malta's values and (3) to be able to fully reap the fruits that the CARAVAN Project can bring forth. The following document contains the terms and conditions of participating in the CARAVAN Project and will be signed by each participant.

#### **1. Caravan Management Structure**

- a) The team of CARAVAN volunteers will be led by the CARAVAN Coordinator Lebanon (CCL). The CCL is responsible for the management of the team: from assisting in their daily life to being the link with all stakeholders. He reports directly to the Steering Committee (SC).
- b) Each team appoints a team leader who is, in special domains, authorized by the CCL to give directives and who will be the link between the team and the CCL. The CARAVAN volunteers are to respect his authority.
- c) Participation in the Order of Malta CARAVAN is voluntary. With his/her decision, the CARAVAN volunteer is willing to accept all arising responsibilities and duties and to integrate him/herself into the actual work and given structures.



## **2. Beginning, term, ending**

- (a) The Order of Malta CARAVAN Project lasts for 10 months.
- (b) The first two months of CARAVAN can be seen as a trial period, during which the CCL, in accordance with the SC, is allowed to terminate the project for participants who will not fulfill the agreed profile requirements.
- (c) After discussion and approval from the SC, the CCL reserves the right to terminate the CARAVAN volunteer's placement at any time with good cause, e.g., civil unrest, natural disasters, threats to personal safety and well-being etc.
- (d) If the CARAVAN volunteer does not behave according to the responsibilities and duties or breaks the agreement, the CCL, in accordance with the SC, is entitled to take him/her off the team and send him/her back home.
- (e) Except for defined holidays within the CARAVAN program the CARAVAN volunteer is not allowed to travel at any other time unless permission is granted by the CCL.

## **3. Costs**

- (a) Every CARAVAN volunteer will have to pay a monthly contribution for accommodation, food, transportation, formation, and field trips. The actual costs per CARAVAN volunteer add up to approx. €1.700/month. The CARAVAN volunteer's parents and/or resp. are asked to cover as much of these costs as possible, at least €750/month. Further deductions, if needed, can be requested from the CARAVAN Coordinator Germany (CCG), who will decide according to the current financial situation of the project and in accordance with the SC.
- (b) Flight costs (approx. €600) are to be paid by the participants.
- (c) The Lebanese and German Associations of the Order of Malta will have to cover the financial balance.
- (d) In the case of personal cancellation (unless due to severe sickness) or cancellation due to violation of the Rules and Regulations of the CARAVAN Project the participant must compensate the following costs, if he/she cannot be replaced. Last two weeks: 75%, last 10 Weeks: 50% and last 15 weeks: 35% of the costs of the whole 10 months.

## **4. Spirituality**

Living and practicing an active life of faith is an essential part of the program. The CARAVAN is a time to develop one's own personal prayer life, learn about faith, ask questions, worship together with the group and practice through service. Attendance to the following prayers is mandatory for all participants:

- Sunday Masses
- Spiritual Program/Workshops and Eucharistic adoration
- Prayer with the team (morning, evening, and before service)
- Spiritual retreats



## 5. Service

The participants join the CARAVAN Project to help the poor and the sick. Respectful and loving treatment of all involved - especially our Lord's the sick - is required. The CARAVAN volunteers will be there to set up a program of activities and give time, care, and love to the people with disabilities in the homes. They will not, however, help with the everyday care; their main task will be to reduce the loneliness and joylessness of the people with disabilities in their normal course of life. Service in the homes or other services organized by the management is a daily part of the program and is mandatory, unless the CARAVAN volunteer is sick.

## 6. Formational Program

The formational program consists of Arabic courses, university courses and Personal Growth workshops. It is designed to support the personal growth and bring the CARAVAN volunteers closer into Middle Eastern history, cultures, and religions. The CARAVAN volunteer should be interested in the program and give the best of his/her ability. Unless the CARAVAN volunteer is sick, the courses and workshops must be attended.

## 7. Health & Insurance

Order of Malta CARAVAN carries no accident or health insurance that could compensate a volunteer who has incurred an injury or accident while volunteering in Lebanon.

- (a) The CARAVAN volunteer has to care of an appropriate insurance policy, such as foreign health, travel, accident etc. him/herself.
- (b) Every CARAVAN volunteer must get a number of vaccinations before working with the people with disabilities. The needed vaccinations are the following: **Tetanus, Hepatitis A/B, Diphtheria, Polio**. He/she should check with his/her doctor for further vaccinations.
- (c) If the CARAVAN volunteer has any kind of serious chronic illness, like diabetes, it must be discussed with the CCL beforehand. Experience during the summer camps has shown that the change in food and atmosphere can cause problems for some people.
- (d) The Health Statement must be filled out and signed by the CARAVAN volunteer and his/her parents.

## 8. General rules of conduct

### a. **INCLUSIVE BEHAVIOUR AND COMMUNICATION IN AND OUTSIDE THE GROUP**

- English is the program's language. Therefore, the team commits to use it at all times.
- Each team member must feel accepted and embraced by the team. As should outsiders who are in contact with the team. There should be no exclusion of individuals. Any form of bullying, racist, or sexist conduct or similar divisive behavior within or outside the group will not be tolerated.
- Any form of indecent behavior such as sexual assault or other encroaching behavior or aggressive physical assault that will compromise others will not be tolerated. Every CARAVAN volunteer represents the CARAVAN and the Order of Malta and any action harming the project's or the Order of Malta's reputation will not be tolerated.



## **b. INTIMACY**

- Boys and girls are forbidden to sleep in the same bedrooms, no couples are allowed to sleep in the same room. This also counts for visitors.
- Sexual intercourse is forbidden at any time in the CARAVAN apartment as well as in all OML premises.
- Excesses such as making out at parties, etc. are not acceptable.
- The use of dating platforms is forbidden.
- Porn consumption is forbidden.

## **c. SUBSTANCE CONSUMPTION**

- The consumption of alcohol is permitted at a responsible level. In the event that a CARAVAN volunteer does not act accordingly or is not fully able to participate in every part of the program due to the consumption of alcohol, the SC and the CCL will take action. All members should remain motivated, alert and in a good mood.
- Any form of misbehavior due to alcohol consumption will not be tolerated.
- The possession, consumption of any (legally prohibited) drugs is strictly forbidden.

*In case any team member seems to develop any form of excessive self-destructive abuse, such as excessive cigarette consumption, computer gaming, cell phone addiction or unhealthy eating behaviors, this matter should be raised by any member of the team and discussed with the Management or a Member of the Steering Committee.*

## **d. RULES CONCERNING VISITORS**

- Visitors are only allowed to stay at the CARAVAN Apartment between November and May.
- Siblings and alumni are welcome to join for a stay of maximum one week.
- Each CARAVAN volunteer will be allowed to invite one friend during the term of the project for one week.
- During the visit, the friend should participate with a 35 USD fee per week (or the equivalent of 5 USD per day).
- During the visit, the friend should live the life of the CARAVAN volunteer as much as possible and should not in any way disturb the participation of the team in the service, university or any other aspect of the program.
- The planning of visitors should be shared in advance with the CCL.

## **9. Group life**

Serving in the CARAVAN means putting service to the poor and the sick and service to the group first. This might mean that the CARAVAN volunteers will have to put their own needs second from time to time. Living in a larger group with members from different nations is exciting and enriching but can also be stressful. Everyone should try to do his/her best to make the group life as harmonic as possible.

Everyone should abide by the CARAVAN's house rules at all times.

In addition, for a healthy group life to succeed, the following agenda items are mandatory for everyone:

- Team night (no other guests) once a week
- A Lights and Shadows Session once a week



- A Feedback Round together with the CCL once a week
- Participation in the official programs
- The group cooks and eats together at least once a day
- Group outings
- The group speaks English at all times
- No excessive cell phone use.

From each individual group member, it is asked:

- Not to show any aggressive behavior
- To speak the truth and not to lie
- To be willing to be criticized
- To give constructive criticism fairly
- To be open to work on oneself and change
- To be punctual and reliable
- To have a sense of responsibility towards oneself and others

## **10. Security**

Due to the increasingly unstable security situation in Lebanon, participants of the CARAVAN program must unequivocally adhere to the security rules issued by the Order of Malta. The rules to be applied are:

- Apart from camps, trips, spiritual retreats etc. the CARAVAN team is obliged to sleep in the CARAVAN Apartment due to security reasons. Apart from visitors no other non-CARAVAN-volunteers are allowed to sleep in the CARAVAN Apartment.
- The CCL will be providing a color-coded security map that is to be followed by the CARAVAN team.
- Before planning to go outside the safe area delimited by the Order the approval of the CCL or SC must be obtained. This is also the case with private travelling.
- The security guidelines can be modified at any time by the Order's security committee, based on the situation.
- Everybody needs to stay reachable on their cell phones when out without the group.
- No airport taxi, circulating taxis or public transport. Only the services of taxi companies provided by the CCL and/or Uber are to be used.
- Car rental is forbidden.

## **Consent form**

I, the undersigned, ....., born on ..... hereby finally, unconditionally, and irrevocably declare that I will abide by the Rules and Regulations of the CARAVAN Project. I have read the Rules and Regulations of the CARAVAN Project. I know what to expect and what is expected of me. I understand that my participation in the program may end if I violate the rules stated in the Rules and Regulations of the CARAVAN Project.

Name:

Date (dd/mm/yyyy):

Signature:

